

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1 *TRCH #37*

JANUARY 2, 1981 *7*

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SUBJECT: DEPARTMENT EMPLOYEES APPEARING AT ADMINISTRATIVE HEARINGS

PURPOSE: To ensure the maintenance of full and open disclosure of all facts and evidence at administrative hearings conducted by or for members of the Department, it is necessary that all parties to the hearing be fully prepared to present all relevant direct and rebuttal evidence to the hearing officer. To better meet this requirement, the following procedure is adopted.

PROCEDURE: Any Department employee receiving a request or subpoena to appear and testify as a witness at an administrative hearing conducted for the purpose of adjudicating the rights or grievances of a member of the Department shall notify his or her commanding officer of such request or subpoena. Notification shall be made immediately following the receipt of the request or subpoena, on an Employee's Report, Form 15.7, and shall contain the following information.

- * Date, time, and location of the appearance.
- * Name of the employee involved in the administrative hearing.
- * Nature of the administrative hearing; e.g., arbitration hearing, trial board, etc.
- * Nature and purpose of the employee's appearance at the hearing; i.e. (A brief description of the employee's knowledge of the matter or incident being reviewed.)

EXCEPTION: Where the employee has received the request or subpoena to appear at the administrative hearing through a procedure established by and for the Department, no notice under this section is required.

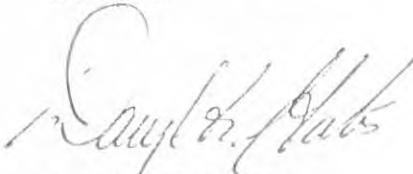
NOTE: Employees subject to administrative discipline, or who initiate administrative proceedings in their own behalf, currently have the right to information regarding the names of prospective witnesses against them, and the substance of their expected testimony.

COMMANDING OFFICER'S RESPONSIBILITY: Upon receipt of the Employee's Report, Form 15.7, the commanding officer shall review it for completeness and sign it as the approving supervisor. The commanding officer shall then cause the Form 15.7 to be forwarded to the Employee Relations Section, Personnel and Training Bureau.

EMPLOYEE RELATIONS SECTION RESPONSIBILITY: Upon Receipt of the Employee's Report, Form 15.7, the Employee Relations Section shall review the completed form and then forward it to the appropriate office or person charged with representing the Department's interest in the hearing; e.g., City Attorney, Civil Service Commission, etc.

AMENDMENTS: This order adds Section 3/210.65 to the Department Manual, and amends Section 3/210.63.

AUDIT RESPONSIBILITY: Employee Relations Section, Personnel and Training Bureau, will monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

JANUARY 5, 1981

SUBJECT: WARRANT ABSTRACT LOG, FORM 08.12—ACTIVATED

PURPOSE: To provide an effective management tool for ensuring the appropriate disposition of warrant abstracts, the Warrant Abstract Log is activated.

PROCEDURE:

- I. **WARRANT ABSTRACT LOG, FORM 08.12—ACTIVATED.** The Warrant Abstract Log, Form 08.12, is activated.
 - II. **USE OF FORM.** The Warrant Abstract Log shall be used by Areas/divisions to record the receipt and disposition of Automated Want/Warrant System (AWWS) warrant abstracts. The Warrant Abstract Log shall be maintained daily on a twenty-four hour basis from 0001 hours to 2400 hours.
 - III. **FORM COMPLETION—RESPONSIBILITY.** Responsibilities for completion of the Warrant Abstract Log shall be as follows:
 - A. **Unit Receiving Warrant Abstracts.** Personnel of the unit where a warrant abstract is received shall, as soon as practicable, deliver the warrant abstracts to the watch commander of the concerned Area, division or section to which the receiving unit is assigned.
 - B. **Area/Division Watch Commander.** Upon receipt of an AWWS warrant abstract, the concerned Area/division watch commander shall:
 - * Cause the warrant number and suspect's name to be entered appropriately upon the Warrant Abstract Log;
 - * Maintain custody of the warrant abstract until released to the Department employee requesting the AWWS inquiry;
 - * Prior to releasing the warrant abstract, cause the requesting employee to sign his name and serial number on the Warrant Abstract Log acknowledging receipt of the warrant abstract;
 - * Ensure the appropriate disposition of the warrant abstract;
- NOTE:** When an AWWS warrant abstract is teletyped, approval or disapproval for booking shall be given by a supervisor assigned to the division in which the warrant abstract was received.
- * Cause an entry to be made on the Warrant Abstract Log indicating the disposition of the warrant abstract; and
 - * Sign his name and serial number on the Warrant Abstract Log verifying the receipt and disposition of the warrant abstract.

At 2400 hours the watch commander on duty, or, if none, the watch commander of the next regularly scheduled watch shall close the Warrant Abstract Log used for the previous twenty-four hour period. Prior to closing the Warrant Abstract Log the watch commander shall ensure *all* warrant abstracts have been properly disposed of and *all* appropriate entries have been recorded on the Warrant Abstract Log. The watch commander shall sign the Warrant Abstract Log and cause it to be distributed. The watch commander shall then cause a Warrant Abstract Log to be initiated for the following twenty-four hour period.

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IV. WARRANT ABSTRACT LOG—AUDIT OF COMPLETED FORMS—RESPONSIBILITY.

The Warrant Section, Records and Identification Division, shall be responsible for auditing completed Warrant Abstract Logs and reporting discrepancies to concerned Department entities.

V. DISTRIBUTION OF COMPLETED WARRANT ABSTRACT LOGS. Distribution of completed Warrant Abstract Logs is as follows:

- 1 - Original, concerned Area/division records unit
- 1 - Warrant Section, Records and Identification Division
- 2 TOTAL

VI. WARRANT ABSTRACT LOG—COMPLETED—RETENTION PERIOD. Completed Warrant Abstract Logs shall be retained for a two-year minimum.**VII. INITIAL STOCK OF FORMS.** The attached Form 08.12 shall be reproduced for use as an initial stock of forms. Notification will be made when subsequent issues may be requisitioned from Supply Division.**AMENDMENTS:**

This orders amends Sections 2/620.33, 4/216.02, 4/611.30, 4/611.40 and 5/050.32 and adds Section 5/8.12 to The Department Manual.

AUDIT RESPONSIBILITY:

Records and Identification Division shall monitor compliance with this directive, in accordance with provisions of Department Manual Section 0/080.30.



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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

JANUARY 12, 1981

SUBJECT: TRAFFIC ACCIDENT REPORTING—REVISED

PURPOSE: To reduce the number of man-hours expended by field units taking traffic accident reports, this order establishes traffic accident investigation guidelines and eliminates requirements for taking property damage only (PDO) traffic accident reports in certain circumstances.

PROCEDURE:

- I. REPORTABLE TRAFFIC ACCIDENT—REVISED.** A Traffic Accident Report, Form 4.1, shall be completed in cases of a contact ADW with a vehicle, or when a traffic accident involves one or more of the following:

- * Death.
- * Injury.
- * Hit and run.
- * City property involved.
- * Driving under the influence.
- * Traffic felony.
- * School bus (as defined in Vehicle Code Section 545), occupied, loading or unloading pupils.

EXCEPTION:

- * Aircraft (4/450.10).
- * Trains, animals, and/or bicycles (4/430.25).

NOTE: A traffic accident involving a Vehicle Code violation witnessed by an officer does not require a traffic accident report when a citation is issued for the violation or other appropriate enforcement action has been taken and no other requirement to take a report exists.

A PDO traffic accident report shall be taken in extenuating situations; i.e., very major damage or unusual incidents. If officers investigating the accident are in doubt as to the taking of a PDO traffic accident report, a supervisor shall be contacted for advice.

- II. TRAFFIC ACCIDENT INVESTIGATIONS.** When an on-duty officer observes or is notified by a citizen of a reportable traffic accident, he shall notify Communications Division and request a traffic unit be assigned to investigate the accident. When the officer is assigned to a traffic division, he shall notify Communications Division and, if available, investigate the traffic accident. If no traffic units are available, or when directed by Communications Division, the officer shall investigate the accident.
- III. WITNESSING OFFICER ASSIGNED A TRAFFIC ACCIDENT.** When an officer who has witnessed a traffic accident is assigned the call, he shall:
- * Complete the investigation and, if necessary, the appropriate reports; and,
 - * List himself as a witness and include his statement if a traffic accident report is completed.

NOTE: If a violation was observed, an officer may cite or take other appropriate enforcement action. The traffic accident report may be used to request prosecution for violations not observed by the officer but established by the traffic accident investigation.

- IV. ASSIGNMENT OF TRAFFIC ACCIDENT CALL TO NON-WITNESSING OFFICER.** When the investigation of a traffic accident witnessed by an officer is assigned to a non-witnessing officer, the investigating officer shall complete the investigation and, if necessary, the appropriate reports. If a traffic accident report is completed, the investigating officer shall:

- * List the witnessing officer as a witness and include his statements in the traffic accident report; and,
- * Obtain a completed Traffic Accident Report (Supplement), Form 4.5, from the witnessing officer when the accident involves a Department employee or vehicle.

NOTE: If a violation was observed, the witnessing officer may cite or take other appropriate enforcement action, or the investigating officer may use the traffic accident report to request prosecution for violations established by the investigation. If the officer elects to request prosecution of a person other than a driver arrested for misdemeanor driving under the influence, the Traffic Accident Report shall be used when the elements of a traffic violation are established by either:

- * Statements of a competent person; or,
- * A combination of statements and physical evidence, when no citation is issued.

NOTE: A traffic citation shall not be issued by an off-duty officer involved in or witnessing a traffic accident.

V. PROPERTY DAMAGE ONLY (PDO) TRAFFIC ACCIDENT. Officers at the scene of a PDO traffic accident shall:

- * Assist in clearing the scene;
- * Verify that a correct exchange of information has taken place, or issue each involved party a Traffic Accident Information, Form 4.37;
- * Inform the involved parties regarding the requirement for submission of the State Form SR-1 to the Department of Motor Vehicles; and,
- * Inform the involved parties that a traffic accident report is neither required nor will be taken by this Department.

NOTE: An officer receiving a citizen request for police presence at the scene of a property damage only traffic accident shall use the criteria established for the reporting of traffic accidents (4/415.05) to determine if a police unit should be dispatched.

VI. DAMAGE TO UNATTENDED PROPERTY. When the owner or person in possession of property damaged in a traffic accident cannot be located, a Traffic Accident Report, Form 4.1, shall be used to record the following information only:

- * Date and time reported;
- * Date and time of occurrence, if known;
- * Point of impact;
- * Name, address, phone number, and drivers license number of each known party;
- * Year, make, model, color and license number of known vehicles; and,
- * All information known concerning the unattended property.

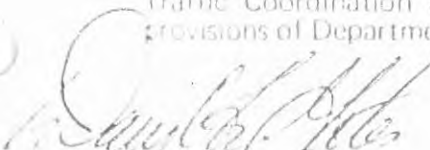
A copy of the report shall be given to the reporting party. A copy shall be left in a conspicuous place on the vehicle or other damaged property. No DR number shall be obtained. Field officers shall attach the report to their log. Desk officers shall forward the report to their watch commander. "Unattended PDO T/A" shall be written at the top of the report. The watch commander shall cause all "unattended PDO T/A" reports to be forwarded to the concerned traffic division.

AMENDMENTS:

This order adds Sections 4/415.20, 4/415.25 and amends Sections 4/415.05, 4/420.25, 4/420.30, 4/420.35, 4/430.30 and deletes Section 4/430.37 of The Department Manual.

AUDIT RESPONSIBILITY:

Traffic Coordination Section shall monitor compliance with this directive in accordance with provisions of Department Manual Section 0/080.30.


DARYL F. GATES
CHIEF OF POLICE
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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

JANUARY 16, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department and Tactical Manuals.

PROCEDURE:

I. PERFORMANCE EVALUATION REPORTS—STAFF AND COMMAND OFFICERS.

To ensure that the Performance Evaluation Report (PER), Form 1.33, for staff and command officers is reviewed in a timely manner, the Performance Evaluation Review Board shall convene and review each PER within 30 days of receipt.

Rating staff officers shall ensure that the PER is completed in conjunction with a transfer or change in the rated officer's performance or standard of service. When the PER is changed from the previously reported calendar year's overall evaluation, it shall be forwarded to the concerned Performance Evaluation Review Board within 30 days of the change or transfer. The Performance Evaluation Review Board shall convene and review the PER within 30 days of receipt.

This order amends Section 3/760.15 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

II. ACTIVATION OF OPERATIONS-WEST BUREAU—COMMUNITY RESOURCES AGAINST STREET HOODLUMS SECTION.

Operations-West Bureau-Community Resources against Street Hoodlums Section (OWB-CRASH) became a City-funded Department organizational entity on July 10, 1979. This order incorporates the functions and responsibilities of OWB-CRASH into The Department Manual.

- A. **Activation** - Operations-West Bureau-Community Resources Against Street Hoodlums Section (OWB-CRASH) is activated. OWB-CRASH Section is under the line command of the Uniformed Assistant to the Commanding Officer, Operations-West Bureau.
- B. **Responsibilities** - OWB-CRASH shall assume responsibility for assisting all Areas within Operations-West Bureau in the repression of gang related crimes.
- C. **Radio Designation** - OWB-CRASH units shall adopt the number "8" as the first character of their identifying unit designation and "CRASH" as their service descriptor. Current applicable Manual provisions regarding field unit designations (4/110.20) shall apply to OWB-CRASH. For example, the OWB-CRASH base station shall be identified as "8 CRASH 90".
- D. **Correspondence Reference Number** - The correspondence reference for OWB-CRASH shall be 6.0.1.

This order adds section 2/1111.02 and amends Sections 2/907.62, 2/1108, 4/110.50 and 5/080.96 of The Department Manual.

III. GEOGRAPHIC AREA STATION REPORTING DISTRICT DESIGNATIONS. In order to formalize established reporting district practices with regard to geographic Area station designations, the following procedure has been adopted.

- * The reporting district number of a geographic Area station shall be composed of the

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geographic Area numerical designation, followed by *two zeros*. For example, the reporting district designation for the Southeast Area station is 1800.

EXCEPTION: The reporting district designation for the Central Area station is 110.

The only non-geographic area facility bearing a reporting district designation is Parker Center. The reporting district for Parker Center is 100.

This order adds Section 5/030.26 of The Department Manual.

AUDIT RESPONSIBILITY: Automated Information Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

IV. UNUSUAL OCCURRENCE RELATED DR NUMBERS. This order informs Department employees of procedures for obtaining Unusual Occurrence (UO) related DR numbers.

A. Officer's Responsibilities. During Unusual Occurrences, officer's responsible for completing Unusual Occurrence related reports requiring DR numbers shall:

1. Complete the required reports in the usual manner.
2. Advise Department personnel responsible for providing DR numbers that the report is UO-related.

B. Field Jail Unit-Report Approval Detail. On activation of the Field Jail Unit-Report Approval Detail, the Report Approval Detail Supervisor shall request a copy of the affected Area's DR blotter be delivered to the Field Jail Unit-Report Approval Detail for the manual issuance of UO-related DR numbers.

C. Records and Identification Division Responsibilities. Training and special instructions regarding UO-related DR number data entry requirements for Department personnel accessing automated data processing resources shall be provided by Records and Identification Division.

This order amends Sections A/207.07, A/328.03, B/307.01, B/307.02 and B/311.03 of the Tactical Manual.

AUDIT RESPONSIBILITY: Records and Identification Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

V. TACTICAL MANUAL REVISION. Department realignment has transferred responsibility for Communications Division from Operations-Headquarters Bureau to Planning and Fiscal Bureau. This amendment reflects these changes in the Tactical Manual.

This order deletes Section A/204.06 and adds Section A/209.03 to the Tactical Manual.



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SPECIAL ORDER NO. 5

JANUARY 19, 1981

SUBJECT: CRISIS NEGOTIATION TEAMS

PURPOSE: In 1977, as a means of coping with an increased incidence of barricaded suspect and hostage situations within the City, the Department developed the capacity to rapidly deploy a Crisis Negotiation Team. The Crisis Negotiation Team (CNT) is an element of Metropolitan Division and consists of personnel who are specially trained to negotiate during potentially volatile situations. When deployed, CNT members will coordinate their function with other elements of the Department and are available on a twenty-four hour basis.

PROCEDURE:

I. CRISIS NEGOTIATION TEAM—ORGANIZATION. The basic organization of a Crisis Negotiation Team is:

- * Team Leader
- * Primary Negotiator
- * Secondary Negotiator
- * Detective
- * Psychologist

NOTE: The Team configuration may vary with the type and scope of the incident.

II. CRISIS NEGOTIATION TEAM—FUNCTION. The Crisis Negotiation Team provides the following services:

- * Advising Field Commanders concerning the employment of the Team.
- * Establishing and maintaining an open line of communication with a barricaded suspect or with a person threatening to commit suicide.
- * Negotiating the release of hostages and the surrender of suspects.
- * Negotiating the surrender of persons threatening to commit suicide.
- * Providing investigative resource intelligence at these incidents and collecting evidence for prosecution purposes.
- * Conducting post-incident debriefings of hostages.

NOTE: The Field Commander has final command responsibility at the scene of an incident when a CNT is utilized.

III. CRISIS NEGOTIATION TEAM—REQUEST FOR ASSISTANCE. Field Commanders may request the services of a Crisis Negotiation Team through the Metropolitan Division Watch Commander or, through Communications Division, via radio.

NOTE: When practicable the Field Commander shall telephonically contact Metropolitan Division to apprise the CNT of the field situation prior to a Team's response.

AMENDMENTS:

This order amends Section 2/1034.01 and 4/201.40 of The Department Manual. Checklist-Barricaded Suspect and Terrorist Activity, Form 14.16, will also be revised to reflect this change at the next regular printing.


DARYL F. GATES
CHIEF OF POLICE

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

JANUARY 27, 1981

SUBJECT: JUVENILE AUTOMATED INDEX—REVISED

PURPOSE: The Department of Justice has requested that the Los Angeles Police Department procedures relating to the Juvenile Automated Index System (JAI) be modified. This order incorporates those changes into the Manual.

PROCEDURE:

I. **REPORTING OF JUVENILE CASE DATA.** Effective immediately, an investigator assigned a case charging Section 300, 601, or 602 of the Welfare and Institutions Code shall complete and forward a Disposition of Arrest and Court Action, Form 5.09, to the Juvenile Records Unit, Records and Identification Division. The forwarded Form 5.09 shall include the following information:

- * The date the investigator determined the disposition of the case in Part A, "Release date" portion of the form;
- * The names of the subject's mother and father in Part A, "Remarks" portion of the form;
- * The LA Number, the DR Number, and the "J" Number, if available, in Part A, "LA Number" portion of the form;

NOTE: When a subject has no L.A.P.D. record, the investigator shall indicate, *in pencil*, "no L.A. record" in the "LA Number" portion of the form.

- * The final disposition of the arrest in Part A, "Other" portion of the form. The final disposition shall indicate the final charge(s), including section and code. Additional space may be obtained by removing all of the lettering from the "Charge 2, 3, or 4" portions of Part A and using this space to continue the disposition.

NOTE: When the original disposition of the arrest is changed subsequent to forwarding the Form 5.09 to the Juvenile Records Unit, complete all nine lines of Part A on another Form 5.09, including the new disposition. Mark, *in red*, "Corrected Copy" in the upper left margin and forward the corrected Form 5.09 to the Juvenile Records Unit.

II. **ROUTING REQUIREMENTS.** Upon determination of the final disposition of a juvenile arrest, and approval of the appropriate reports, the investigator shall *immediately* forward the completed Form 5.09 to the Juvenile Records Unit, Records and Identification Division.

III. **TELETYPE PROCEDURE—REVISED.** Currently, Manual Section 4/165.02, directs Department personnel to teletype juvenile arrest booking information to the Juvenile Records Unit, Records and Identification Division, within 30 minutes after obtaining a booking number. The first nine lines of the Los Angeles Consolidated Booking Form, Form 5.01, contain the juvenile arrest booking information. To properly satisfy requirements of the JAI System, the following additional information shall also be required on the teletype;

- * The names of the juvenile's parents and/or legal guardian;
- * LA Number;
- * "J" Number;
- * DR Number.

The last line of the teletype shall contain the information in the box labeled "Juvenile Detained At."

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AMENDMENTS:

This order amends Sections 4/165.02, 5/5.9-01, and 5/5.9-16 of The Department Manual, and adds Section 5/5.9-12.

AUDIT RESPONSIBILITY:

Records and Identification Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

JANUARY 28, 1981

SUBJECT: PERFORMANCE EVALUATION GUIDELINES—REVISED

PURPOSE: The Board of Police Commissioners has directed that Performance Evaluation Reports, Form 1.78, specifically incorporate the community relations efforts of sworn employees of the Department. This order amends the Performance Evaluation Report Guidelines for Supervisors, Form 1.78.2 and establishes procedures for the reporting of community relations accomplishments in service ratings.

PROCEDURE:

- I. PERFORMANCE EVALUATION REPORT GUIDELINES FOR SUPERVISORS, FORM 1.78.2—REVISED.** The Performance Evaluation Report Guidelines For Supervisors, Form 1.78.2, has been revised to more fully describe the criteria for evaluating community relations achievement in the "Quality of Public Contacts" section of Item I "Duty Performance."

A copy of the revised Performance Evaluation Report Guidelines For Supervisors is included with this order and should be used as a master copy until the revision is available at Supply Division (in approximately two months).

- II. EVALUATION OF COMMUNITY RELATIONS ACHIEVEMENT.** The Performance Evaluation Report, Form 1.78, for all sworn personnel shall include, when applicable, a narrative evaluation of the individual's success in meeting the community relations responsibilities of his/her position.

AMENDMENTS:

This order amends Section 3/760. of The Department Manual.


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PERFORMANCE EVALUATION REPORT GUIDELINES FOR SUPERVISORS

GENERAL GUIDELINES

Supervisors assigned to prepare a Performance Evaluation Report, Form 1.78, are reminded of the importance of this function, not only for its impact on the employee being evaluated, but as a measure of the quality of leadership and the management skills of the supervisor.

The supervisor must consider the needs and general interests of the Department while applying the standards set forth in these guidelines to the individual being evaluated. An evaluation must be written to motivate an employee to improve overall performance and must inform the employee in positive terms of any deficiencies which may have caused performance to fall below acceptable standards. The supervisor must recognize an employee's performance which meets or exceeds these standards, and inspire the employee to maintain the higher level of performance. All evaluations and comments relative to the employee's performance must be based on personally observed activities or characteristics.

In using the Performance Evaluation Report, supervisors shall evaluate the performance of each employee in the employee's present assignment and any other assignments the employee may have completed during the current evaluation period. The supervisor must first compare the employee's performance to that of all other employees of the same class and in similar assignments, placing emphasis on efficiency and the general quality of the employee's duty performance without regard to non-duty related personal traits or factors relevant only to prior evaluation periods. The supervisor must then evaluate the employee's overall value to the Department by first considering the previously determined duty performance value *and* then considering the employee's capabilities and characteristics compared to all other employees in the same class, and paygrade, regardless of assignment, known to the supervisor. ("Class" refers to basic rank; i.e. police officer, detective or sergeant.)

Employees are to be evaluated in the following class groupings during the indicated months.

Class	Period Ends On the Last Day of	Reports Completed During
Police Officer	February and August	March and September
Sergeant	December and June	January and July
Detective	April and October	May and November

While each group is evaluated during the specific time indicated, it must be remembered that in evaluating each employee the supervisor is to consider the employee's performance in relation only to others in the same class and paygrade.

Evaluations for each employee group are to be completed during the specified time, and all concerned supervisors shall coordinate the final evaluations in a group effort. This procedure is designed to preclude a single supervisor from assigning an undeservedly high or low overall evaluation to an employee who may have worked for that supervisor only a small part of the evaluation period.

COMPLETION GUIDELINES

Supervisors completing the Performance Evaluation Report, Form 1.78, shall first indicate the type of evaluation being prepared; semi-annual, transfer, special, probation/promotional, or separation.

Semi-Annual

- A Performance Evaluation Report, Form 1.78, shall be completed for each officer below the rank of lieutenant on a semi-annual

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

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JANUARY 29, 1981

SUBJECT: STAFF RESEARCH CONTROL SYSTEM

PURPOSE: The lasting value of staff research and the cost of duplicated effort over the years created the need for centralized coordination of this Department's many staff research projects. Therefore, on October 6, 1972, the Research Information Center (RIC) was established as the Department repository for all staff research reports.

This order assigns the RIC responsibility for developing and maintaining immediate access to administrative research information. It also assigns the RIC responsibility for coordinating centralized control of all Department staff research and requires that an administrative DR number be obtained from the RIC before any such research is undertaken. It deactivates the Project Information Record, Form 1.14. It activates the Staff Research Control Form, Form 1.15, as the means of requesting and managing all staff research. This form also replaces the various project control forms currently in use but not authorized by the Department Manual.

PROCEDURE:

- I. **STAFF RESEARCH-DEFINED.** Staff research is any study which will be reported in a formal writing endorsed by a command or staff officer.

NOTE: Staff research whose existence and location are well-known Department-wide or can be readily determined by consulting the Department Manual does not require an administrative DR number and is not filed in the RIC. Any doubt shall be resolved by obtaining a DR number and adhering to the required procedures.

- II. **REQUESTING STAFF RESEARCH.** The originator of a staff research project shall ensure that an administrative DR number is obtained from the RIC and that the original of the Staff Research Control Form, Form 1.15, with the DR number entered thereon, is forwarded through channels to the unit that will be conducting the staff research.
- III. **COMPLETED STAFF RESEARCH REPORTS.** When a staff research project is concluded, the original of the report and Staff Research Control Form, Form 1.15, ("Research Index" portion completed) shall be forwarded to the originator. Upon his final approval of the report, the originator shall forward to the RIC one copy of the report and Form 1.15.
- IV. **REVISED STAFF RESEARCH REPORTS.** When any command or staff officer causes a revision to a staff research report after it has been forwarded to the RIC, that officer shall ensure that a copy of the revised report, identified by the administrative DR number, is forwarded without delay to the RIC.
- V. **CONFIDENTIAL STAFF RESEARCH.** If any information in a Staff Research Control Form, Form 1.15, or in a staff research report should not be disclosed by the RIC without special authorization, the words "Special Authorization" shall be typed in the upper right-hand corner of the "Research Index" portion of the form, and the required special authorization described in the "Research Log" portion of the form. This description shall include the precise restrictions on disclosure and the persons or office to be contacted concerning those restrictions.
- VI. **RELEASE OF INFORMATION.** RIC staff shall comply with all special authorization restrictions. In the absence of such restrictions, RIC staff shall exercise normal discretion (Department Manual Section 3/405) in disclosing information.

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VII. THE RESEARCH INFORMATION CENTER. The RIC shall be located within Planning and Research Division and shall be responsible for:

- * Developing and maintaining immediate access to administrative information;
- * Providing such information upon request;
- * Coordinating control of all Department staff research, including:
 - * Making all final determinations on what action constitutes staff research and issuing administrative DR numbers for all such research;
 - * Receiving, indexing, and filing all Staff Research Control Forms, Form 1.15, and staff research reports for 10 years from the date of their receipt in the RIC; and
 - * Conducting administrative audits to ensure compliance with staff research control procedures.

VIII. PROJECT INFORMATION RECORD, FORM 1.14, (COIN NO. 01.14.0) DEACTIVATED. The Project Information Record, Form 1.14, is deactivated.

IX. STAFF RESEARCH CONTROL FORM, FORM 1.15 (COIN NO. 01.15.0) ACTIVATED. The Staff Research Control Form, Form 1.15, is activated. The form is available from Supply Division.

- A. **Use of Form.** This form shall be used to request or direct *all* staff research, to provide information necessary to index staff research reports, and to record any written communication guiding or documenting significant action on the staff research project.
- B. **Completion of Form.** The Staff Research Control Form is divided into three parts: The Research Request, the Research Index, and the Research Log. Each part shall be completed as follows:
1. **Research Request.** The "Research Request" portion of the form shall be completed in accordance with Department policy on original instructions for completed staff work (Department Manual Section 1/630). Circumstances affecting time limit and priority shall be described to enable managers to make appropriate assignments of available resources.
 2. **Research Index.** The "Research Index" portion of the form shall be completed by the staff researcher.
 3. **Research Log.** The "Research Log" portion of the form shall record due dates and other written communication guiding or documenting significant action on the staff research project.
- C. **Distribution of Form.**
- 1 - Original, initially through channels to the unit that will be conducting the staff research; thereafter, attached to the original of the latest revision of the staff research report.
 - 1 - Duplicate, to the RIC with a copy of the staff research report first approved by the project originator.
- 2 TOTAL

AMENDMENTS:

This order adds Sections 3/220.05, 3/220.12, 3/220.13, 3/220.16, 3/220.17, 3/220.18, 3/220.30 and 5/1.15; amends Sections 2/440.05, 2/440.10, 3/220., 3/220.10, 5/040.14, 5/040.56, 5/040.60 and 5/040.70; deletes Sections 3/221., 3/221.20, 3/221.30, 3/221.40, and 5/1.14 of the Department Manual.


DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

STAFF RESEARCH CONTROL FORM
RESEARCH REQUESTDATE OF
REQUEST: _____ORIGINATOR'S
DUE DATE: _____ALL SUBSEQUENT DUE DATES
ON REVERSEDR NO.: _____
OBTAINED FROM R.I.C. BY EMPLOYEE
ORIGINATING PROJECTTO: _____
EMPLOYEE TAKING FIRST ACTION ON PROJECT

SUBJECT (Brief description of research topic):

INSTRUCTIONS (Form of report, suggested sources, persons to contact, etc.):

EMPLOYEE ORIGINATING PROJECT: _____

GENERAL FILE NO.	OFFICE FILE NO.	BUREAU FILE NO.	DIVISION FILE NO.	OTHER FILE NO.

NOTE: The original of this form remains with the original of the latest revision of the staff research report.

RESEARCH INDEX

NOTE: RESEARCHING UNIT COMPLETES THIS PORTION.

DR NO.

PRIMARY RESEARCHER(S)	SERIAL NO.- ASSIGNMENT- EXT.	TITLE OF REPORT
SUBJECT (Entered by RIC staff)		

RESEARCH LOG

DATE OF MESSAGE	TO <u>Name</u> Assignment	FROM <u>Name</u> Assignment	MESSAGE <small>(E.G., DUE DATES, DECISIONS, DIRECTIONS, NOTIFICATIONS, COMMENTS, INFORMATION, ANY OTHER PERTINENT COMMUNICATION.)</small>	WHERE DUE	WHEN DUE

NOTE: UPON HIS FINAL APPROVAL OF THE STAFF RESEARCH REPORT, THE ORIGINATOR SHALL FORWARD A COPY OF THE REPORT AND THIS FORM TO THE R.I.C. ANY STAFF OR COMMAND OFFICER SUBSEQUENTLY REVISING THE STAFF RESEARCH REPORT SHALL FORWARD TO THE R.I.C. A COPY OF THE REVISED REPORT IDENTIFIED BY THE ADMINISTRATIVE DR NUMBER.

USE ADDITIONAL RESEARCH
LOGS FOR CONTINUATION

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

FEBRUARY 2, 1981

SUBJECT: RETREATMENT AND RETURN TO DUTY FOR OFFICERS INJURED ON DUTY

PURPOSE: Currently, sworn personnel injured on duty are required to obtain a doctor's certificate from the treating physician prior to returning to duty. Recent interpretations of Workers' Compensation law necessitate changes in Department procedures relating to retreatment and return to duty for officers injured on duty (IOD).

PROCEDURE:

I. RETURN TO DUTY

A. Prior to returning to duty, an officer who has been receiving medical treatment and/or therapy from a Workers' Compensation physician shall obtain a doctor's certificate from the treating physician, or another physician designated by the Workers' Compensation Division of the City Personnel Department. The doctor's certificate shall indicate:

- * The nature of the injury or illness;
- * The officer is qualified to return to regular or restricted duty; and,
- * A description of any physical restriction, i.e., specific description of physical acts which the officer's medical condition precludes.

NOTE: An employee may be required to be examined by Medical Services Division, Personnel Department, prior to returning to duty.

B. Officers returning to duty shall submit a doctor's certificate to the officer's immediate supervisor. Restricted duty assignments will be made available, if necessary.

II. DISTRIBUTION OF FORM PDAS 43 (DUTY CERTIFICATE)

A. Upon receipt of a doctor's certificate, the responsible supervisor shall:

- * Complete a Duty Certificate, Form PDAS 43;
- * Attach the doctor's certificate to the completed Form PDAS 43; and,
- * Forward both forms to the concerned commanding officer.

B. The commanding officer shall cause Section D of the Form PDAS 43 to be completed and distribute the form in the following manner:

- * The original and three copies to Medical Liaison Section, Personnel Division; and,
- * The last copy (pink) shall be filed in the employee's divisional employee folder.

III. CIRCUMSTANCES MANDATING THE USE OF FORM PDAS 43. An officer being treated by a physician for an IOD illness or injury shall ensure that a Duty Certificate, Form PDAS 43, is completed:

- * On initial examination placing an officer off duty or continuing an officer on duty;
- * On subsequent visits, if an officer's duty status is changed;
- * Each 30-day period, unless satisfactory proof of disability is currently on file with the Department; and,
- * On return to regular or restricted duty.

NOTE: In these instances, the officer may submit a completed doctor's certificate or

DISTRIBUTION "A"

FEBRUARY 2, 1981

Form PDAS 43 to a supervisor as soon as practicable after visiting a physician. If a doctor's certificate is submitted, the officer's supervisor shall complete the FORM PDAS 43.

IV. PROCEDURAL REQUIREMENTS OF IOD OFFICERS APPLYING FOR WORKERS' COMPENSATION BENEFITS. Officers injured-on-duty and applying for compensation benefits from Workers' Compensation Division, Personnel Department, must ensure that they:

- * Have been examined by a physician at the time they become ill or injured; and,
- * Have been certified for off duty status by a physician if the circumstances require being placed off duty.

NOTE: An officer may forfeit his right to Workers' Compensation benefits should he not comply with these provisions.

V. PROCEDURE FOR REQUESTING ADDITIONAL MEDICAL ADVICE

- A. When a supervisor receives information that an officer, off duty on IOD status may be capable of returning to duty due to a change in his medical condition, he shall notify Medical Liaison Section, Personnel Division, of the information regarding the officer.
- B. The Officer-in-Charge, Medical Liaison Section, Personnel Division, shall notify Workers' Compensation Division, Personnel Department, of the information, and request additional medical advice if appropriate.

VI. MEDICAL EXAMINATIONS

- A. Officers are required to appear for medical examinations as directed by the Department, acting pursuant to a directive from Workers' Compensation Division, Personnel Department.

NOTE: Failure of an officer to appear for a scheduled medical examination may result in the suspension of Workers' Compensation benefits.


- B. When an officer is unable to keep, or wishes to be excused from, a medical examination appointment, he shall immediately advise his supervisor. An officer's request to be excused from a medical examination appointment may be approved by the officer's commanding officer after being advised by the Department Medical Officer, O.I.C., Medical Liaison Section.
- C. The Department Medical Officer will schedule a new appointment date, if appropriate.

AMENDMENTS:

This order amends Sections 3/720.30 and 3/720.35 of The Department Manual.

AUDIT RESPONSIBILITY:

Medical Liaison Section, Personnel Division, will monitor compliance with this directive in accordance with provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

Excess

SPECIAL ORDER NO. 10

FEBRUARY 4, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. BLOOD AND URINE SAMPLES: BOOKING PROCEDURES— REVISED.** A recent Los Angeles Municipal Court case was acquitted due to a lack of identifying information on the evidence seal of a urine jar to indicate that the sample was obtained from the defendant. To correct this deficiency, the following procedures are adopted.

1. When a blood or urine sample is obtained, the officer booking the evidence shall place the arrestee's booking number directly above the officer's serial number on the Sealed Evidence Label. If there is no arrestee, the DR number shall be placed in the space above the booking officer's serial number.

When there is more than one suspect and a DR number is used, both the DR number and the last name of the suspect shall be used.

2. The supervisor approving the booking of the sample shall inspect the sample vial or container label to ensure that the required identifying information is included.

This order amends Section 4/343.40 and 4/343.42 of The Department Manual.

AUDIT RESPONSIBILITY: Scientific Investigation Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. ADULT FELONY VICE ARRESTEES—BOOKING LOCATION.** The requirement that all adult males arrested in the metropolitan area for felony vice offenses be booked at Jail Division is rescinded.

Effective immediately, adult male vice arrestees shall be booked in the concerned Area jail facility or, if the arrest occurs in Operations-Central Bureau, at Jail Division.

This order amends Section 4/604.18 of The Department Manual.

- III. TELEPHONIC REPORTS—REVISED PROCEDURES.** The maximum property dollar value for telephonic reports has been increased to \$3,000.00. This change has been made to reduce the call load for field officers by making this figure more reflective of current inflationary trends.

This order amends Section 4/274.20 of The Department Manual.

- IV. USE OF FORCE REVIEW BOARD—MEMBERSHIP REVISED.** Currently, the Assistant to the Director, Office of Operations, is a regular member of the Use of Force Review Board. Effective immediately, the Commanding Officer, Operations-Headquarters Bureau, shall replace the Assistant to the Director, Office of Operations, as a regular member of the Use of Force Review Board.

This order amends Section 2/092.50 of The Department Manual.

DISTRIBUTION "A"

FEBRUARY 4, 1981

- V. **✓ INVESTIGATORS' ACTIVITIES SUMMARY—REVISED.** The Investigators' Activities Summary, Form 1.62, is revised to reflect a more accurate accounting of detectives' activities, to allow spaces for additional information desired by the concerned Area or Bureau, and to add completion instructions to the reverse side. The title has been changed to Detectives' Activities Summary.

The revised forms shall be ordered and placed into use without delay. Upon their receipt, the stock of present forms shall be returned to Supply Division, bundled and marked "Obsolete-Destroy."

This order amends Section 5/1.62 of The Department Manual.

- VI. **✓ DETECTIVE'S MONTHLY CRIME CLEARANCE REPORT AND REPORT OF ARRESTEES PROCESSED—ACTIVATED.** The Detective's Monthly Crime Clearance Report, Form 1.62.2 and Detective's Monthly Report of Arrestees processed, Form 1.62.2, are activated. At the option of the concerned commanding officer, these forms may be used by the detectives and/or detective supervisors to record running tallies of case clearances and arrestees processed as reported on the Detectives' Activities Summary, Form 1.62.0.

This order adds Sections 5/1.62.1 and 5/1.62.2 to The Department Manual.

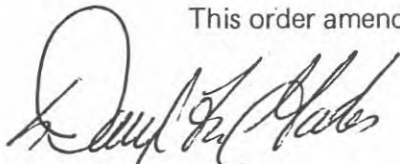
- VII. **✓ FOLLOW-UP INVESTIGATION, FORM 3.14—REVISED FORM AND PROCEDURES.** To aid in entering information into the Department's automated systems and to simplify completion of related reports, the Follow-up Investigation form and procedures are revised as follows:

- * Spaces have been added to describe a suspect's vehicle and MO (A separate MO sheet, Form 5.14, is no longer required to report follow-up MO information.)
- * The "Progress" checkbox has been deleted.
- * Information to be corrected or added to an original report has been placed in one section outlined by bold lines.
- * The "Felony Complaint Format" has been restructured to use less space.
- * The "Multiple" procedure may be used to unfound two or more reports involving the same victim.
- * Completion instructions have been updated and placed on the reverse side of the form.
- * Distribution is revised to delete copies to Detective Headquarters Division on missing juveniles (this also applied to the Missing Person Investigation, Form 3.16, when used as a Follow-up), and to Robbery-Homicide Division on missing adults. A section for distribution when used to report juveniles missing over thirty days is added as follows:

- 1 - Original, Juvenile Records Unit, Records and Identification Division
- 1 - (For each package) Detective Division
- 1 - Records Unit, Area of occurrence

The revised forms, including the 3.14.1 (onionskin version of 3.14) shall be ordered and placed in use without delay. Upon their receipt, return the present stock of forms to Supply Division, bundled and marked "Obsolete-Destroy."

This order amends Sections 5/3.14 and 5/3.16 of The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

FEBRUARY 9, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department and Tactical Manuals.

PROCEDURE:

I. **✓ RECLASSIFYING A HOMICIDE.** California State Penal Code Section 13020 requires that local police agencies report accurate crime statistical data to the Department of Justice (DOJ). Automated Information Division has experienced difficulty in obtaining sufficient data for forwarding to the DOJ when a reported crime or incident has been reclassified as a homicide. To provide the required information, the Follow-up Investigation, Form 3.14, and certain crime reclassification procedures have been modified.

A. When a reported crime or incident is reclassified as a homicide, the assigned investigator shall:

- * Submit a Follow-up Investigation, Form 3.14, reclassifying the original crime or incident to a homicide.
- * Submit a Death Investigation Report, Form 3.11, if not already submitted.

All reports shall contain the DR number of the original crime or incident.

EXCEPTION: If the original crime has been cleared before the death of the victim occurs, the subsequent Death Investigation and Follow-up Investigation shall be assigned a new DR number.

B. **✗ Follow-up Investigation, Form 3.14—Revised.** The Follow-up Investigation, Form 3.14, is revised to aid in recording the reclassification of a reported crime or incident to a homicide.

The revised Follow-up Investigation, Form 3.14, is now available at Supply Division and should be ordered and placed in use without delay.

This order amends Section 4/710.20 of The Department Manual.

AUDIT RESPONSIBILITY: Automated Information Division, Planning and Fiscal Bureau, will monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

II. **✓ VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT—ACTIVATED.** The Victim's Supplemental Property Loss Report, Form 3.4, is activated. Employees completing a Preliminary Investigation Report, Form 3.1, which may result in an additional property loss being reported at a later date shall briefly explain the use of the Victim's Supplemental Property Loss Report, Form 3.4, complete the identifying information portion (the first three lines), and leave it with the person reporting.

The detective receiving a Victim's Supplemental Property Loss Report, Form 3.4, from a person reporting shall ensure that the information is legible, complete, and appropriate before signing it and obtaining approval. A separate Follow-up Investigation, Form 3.14, is not required if only additional property loss is being reported.

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FEBRUARY 9, 1981

The approved report shall be distributed in the same manner as the original report. The forms are available at Supply Division: COIN No. 03.04.0, Stock No. 38P 0344 133, Unit of Issue P100.

NOTE: The present stock of Temporary Form 43 shall be used until depleted.

This order amends Section 5/030.40 and adds Section 5/3.4 of The Department Manual.

III. SUBMISSION OF REQUESTS FOR ALTERATIONS AND IMPROVEMENTS—REVISED.

Requests for alterations and improvements have, in the past, been made on LAPD Form 1.91.4. Effective immediately, all such requests shall be made on CAO Form 42.

A supply of CAO Forms 42 may be obtained through Supply Division. The requirements for submitting alterations and improvement are not affected by this order.

This order amends Section 3/303.30 of The Department Manual.

AUDIT RESPONSIBILITY: Fiscal Operations Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. REVISED DEFINITIONS OF EXPENSE AND EQUIPMENT ITEMS. Changes in the City Budget Guide definitions of Expense Items and Equipment Items require that corresponding definitions in The Department Manual also be changed. The following are revised definitions to be used by Department personnel in preparing budget requests.

EXPENSE REQUESTS are those made for:

- * Contractual services, including lease items.
- * Travel.
- * Any operating budget item not included in the definitions of equipment.

EQUIPMENT REQUESTS are those made for any article in any of the following categories which are capable of sustained use over a significant period of time:

- * A complete vehicle, chassis or body.
- * Any item of electronic communications equipment for stationary or vehicular use.
- * Any item of office furniture costing more than \$50.00.
- * Any item or shop tool used for the purpose of automotive or machinery repair (not including repair parts or field tools), or any other operating equipment item costing more than \$100.00.

This order amends Section 3/303.10 of The Department Manual.

V. REVISED VICE INVESTIGATION REPORTING PROCEDURES. This order revises the current follow-up investigation and reporting procedures for completion of the Vice Report, Form 3.18.

A. Revised Due Date Requirements For The Vice Report, Form 3.18. This order changes the current 15-day requirement for the Vice Report, Form 3.18 (follow-up), to 30 days.

B. Completion Of Vice Report, Form 3.18 (Follow-up).

1. When a Vice Report, Form 3.18, is not closed out within 30 days from the date originally reported, the investigating officer shall:

- * Complete a Vice Report, Form 3.18 (follow-up) each subsequent 30 day

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extention period, until the complaint is closed out, reflecting the results of *eight* separate field investigations;

- * Request an extention from the concerned Operations Bureau for all reported Vice investigations not closed out within the 30-day period.

NOTE: Extentions will normally be for a maximum of 30 days each.

2. Each investigation entry shall contain:

- * The date of the investigation;
- * The time of day conducted;
- * The total man-hours expended;
- * The name(s) of vice personnel conducting the investigation.

3. Vice investigations and entries shall be distributed evenly over the 30-day period. A minimum of two investigations should be conducted each 7-day period.

C. **Completion of Vice Report, Form 3.18 (Follow-up), When Abatement Proceedings Are Initiated.**

1. When a vice complaint reported on a Vice Report, Form 3.18, results in the initiation of an abatement proceeding, the investigating officer shall immediately complete a Vice Report, Form 3.18 (close-out), using the "closed other" justification category stating "closed pending abatement" in the narrative.

Vice Reports, Form 3.18, shall be completed quarterly from the date initiated, until the case is concluded.

2. Upon conclusion of abatement proceedings, complete a Vice Report, Form 3.18 (follow-up), summarizing the final results of the proceedings.

NOTE: No minimum number of investigations are required during abatement proceedings.

This order amends Sections 5/3.18-12 and adds 5/3.18-13 of The Department Manual.

AUDIT RESPONSIBILITY: Each Operations Bureau shall monitor compliance with this directive in accordance with provisions of Department Manual Section 0/080.30.

VI. DAILY PRISONER COUNT TELETYPE--DEACTIVATED. Due to changes in City and County jail responsibilities, the Daily Prisoner Count Teletype is no longer required. This order deactivates the Daily Prisoner Count Teletype and establishes a procedure for notifying Jail Division of the total number of prisoners in LAPD jail facilities.

1. **Daily Prisoner Count Teletype-Deactivated.** The Daily Prisoner Count Teletype is deactivated.
2. **Adult Booking and Disposition Report, Form 06.01.0.** The Adult Booking and Disposition Report, Form 06.01.0, shall be used by each active Area jail, including the Female Jail Unit, Valley Jail Section, and Jail Division to record the total weekly prisoner count of each facility.

The prisoner count shall begin on 0001 hours of each Sunday and close at 2400 hours the following Saturday. Each week's count shall be recorded on the Form 06.01.0 and forwarded via Department mail to Jail Division no later than 1600 hours on the following Wednesday.

This order deletes Section 4/165.50 and amends Sections 4/652.10 and 5/6.1 of The Department Manual.

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FEBRUARY 9, 1981

AUDIT RESPONSIBILITY: Jail Division shall monitor compliance with this directive in accordance with provisions of Department Manual Section 0/080.30.

- VII. TACTICAL MANUAL AMENDMENT.** Commanding officers shall ensure that personnel of their commands are familiar with the revised General Provisions chapter of the Tactical Manual. The Tactical Manual-General Provisions provides personnel with information regarding the organization of the manual, requests for and distribution of Tactical Manuals, responsibility for manual maintenance, requests for manual amendments, and definitions of terms.

This amends the Tactical Manual-General Provisions chapter in its entirety.

- VIII. OFFICER EMPLOYEE INVENTORY, FORM 1.26—REVISED PROCEDURES AND FORM.** The revised Officer Employee Inventory Form 1.26 is used to enter certain information on all sworn personnel into the Personnel History System.

All sworn personnel (including probationary officers) shall complete a copy of this revised form and forward it to Automated Information Division no later than five weeks from the date of this order. After the information is entered into the automated system, the form will be returned to the concerned division to be filed in the employee folder. Thereafter, the Officer Employee Inventory Form shall be completed by all officers at the time of their original appointment to the Department and reviewed each second semi-annual rating report. When updating is necessary, a new form shall be completed entering only the new information (in addition to employee's name, etc.).

This amends Section 5/1.26 of The Department Manual.

AUDIT RESPONSIBILITY: Automated Information Division shall monitor compliance with this directive, in accordance with the provisions of Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

FEBRUARY 23, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. IMPLEMENTATION OF CODE 37.** To enhance officer safety in stolen vehicle situations and eliminate the need for Radio Telephone Operators (RTO's) to repeat stolen vehicle information, the following procedures shall be adopted by field personnel and Communications Division.

Communications Division RTO's running want/warrant information for field personnel shall broadcast a "Code Thirty-Seven" when stolen vehicle information is returned on vehicle license numbers. Field personnel shall employ appropriate defensive tactics and/or report pertinent information such as location, direction of travel, vehicle description, until control is assured.

When the suspect(s) are under the complete control of SWORN PERSONNEL or additional assistance is not required, field employees shall broadcast a "Code Four" in response to a "Code Thirty-Seven".

NOTE: Communications Division shall continue to broadcast "Code Six Charles" in cases of vehicle license numbers connected with high risk suspects or vehicles, such as armed and dangerous, felony want or felony warrant. For example, if a vehicle license number is associated with a stolen vehicle used in connection with an armed robbery, a "Code Six Charles" will be broadcast, NOT "Code Thirty-Seven". Manual Sections dealing with "Code Six Charles" procedures are not affected by this Order.

This order amends Section 4/120.40 of The Department Manual.

AUDIT RESPONSIBILITY: Communications Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. SERVICE OF MISDEMEANOR WARRANT—PERSON IN CUSTODY IN ANOTHER CITY.** The boundary between Northeast and Hollenbeck Areas was changed in 1979. This change placed Hollenbeck Area in the position to provide the most timely response for warrant arrestee transportation from certain neighboring jurisdictions. Responsibility for transportation and booking of Los Angeles misdemeanor warrant arrestees held in the cities of Alhambra and San Marino is transferred from Northeast Field Services Division to Hollenbeck Field Services Division.

This amends Section 4/725.54 of The Department Manual.

- III. TRAFFIC ACCIDENT REPORT (SUPPLEMENT), FORM 4.5, COMPLETION—SPECIAL INSTRUCTIONS FOR WRITTEN EVIDENCE—REVISED.** Records and Identification Division has implemented a microfilm system to facilitate the storage and dissemination of Department crime, vehicle and traffic reports. This procedure requires the removal of staples from all documents prior to filming. To reduce the time involved in this process, the current requirement that written evidence, relative to a traffic accident, be *stapled* to a separate Traffic Accident Report (Supplement) is eliminated. Written evidence shall instead be attached to the Traffic Accident Report (Supplement) with *transparent tape*.

DISTRIBUTION "A"

This amends Section 5/4.5-12 of The Department Manual.

AUDIT RESPONSIBILITY: Records and Identification Division shall monitor compliance with this directive in accordance with provisions of Department Manual Section 0/080.30.

IV. ORDERS TO LOWER FLAGS TO HALF-STAFF

FLYING NATIONAL FLAG AT HALF-STAFF. The Flag of the United States shall be flown at the half-staff position at a facility of the Department only as follows;

- * At the direction of the President of the United States.
- * On Memorial Day, May 30, from sunrise to noon.
- * For those instances when an officer has been killed in the line of duty, or has died as the direct result of injuries incurred while in the performance of his official duties. The Flag shall be flown at half-staff until sunset of the day of the funeral.
- * On other occasions at the direction of the Mayor or Chief of Police.

Upon direction of the President of the United States, the Mayor of the City of Los Angeles, or the Chief of Police, the Watch Commander, Communications Division, shall teletype or telephone an order to lower the National Flag to all Areas and to other Department facilities which fly the Flag.

When the National Flag is lowered to half-staff, all other flags flown at Department facilities shall also be flown at half-staff.

NOTE: The Watch Commander, Communications Division, will be notified by the General Services Department when the Mayor's Office orders the Flag to be lowered to half-staff.

This order amends Section 3/234.90 of The Department Manual.

V. DEACTIVATION OF DETECTIVE HEADQUARTERS DIVISION SPECIAL FILE OF NARCOTICS OFFENDERS ON SUMMARY PROBATION SUBJECT TO BEING SEARCHED WITHOUT A WARRANT.

The lack of demand for information and the limited amount of information provided by the courts do not justify the expenditure of the resources necessary to maintain the Special File of Narcotics Offenders on Summary Probation Subject to being Searched Without a Warrant. Consequently the file is deactivated.

Information concerning an individual's probation status will, when available, be retained in the individual criminal arrest history package. The information may be obtained by calling Records and Identification Division, Criminal Records Section, Extension 2001.

This amends Section 2/1042.23 of The Department Manual.

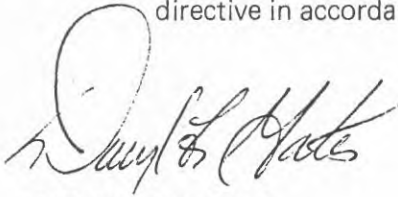
VI. MATERNITY LEAVE OF ABSENCE—REVISED.

The Department Manual does not specifically address maternity leaves of absence for probationary employees. A recent Los Angeles City Attorney Opinion states that maternity leaves for women on probation may be denied *only* if an immediate or continuing need to fill the position can be demonstrated. Therefore, upon written request, a maternity leave of absence may be granted to a probationary employee at the discretion of the Chief of Police.

FEBRUARY 23, 1981

This order amends Sections 3/730.30, 3/730.80 and 5/1,36-80 of The Department Manual.

AUDIT RESPONSIBILITY: Personnel Division shall monitor compliance with this directive in accordance with provisions of Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read "Daryl F. Gates", is written over a large, faint circular stamp or watermark.

**DARYL F. GATES
CHIEF OF POLICE**

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

MARCH 2, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. IDENTIFICATION OF VEHICLE CODE VIOLATORS IN IMMEDIATE CASH BAIL-OUT SITUATIONS.** To more accurately describe the procedure for immediate cash bail-outs, this order identifies the type of Vehicle Code violators who can be detained for the purpose of identification, pursuant to Vehicle Code Section 40307. This order does not affect detention for identification of suspects arrested on other types of warrants.

- A. Misdemeanor Traffic Warrant Arrestees.** An adult who has been arrested *solely* for a misdemeanor traffic warrant and has the funds necessary to immediately post bail **shall not** be detained beyond the length of time necessary to process the acceptance of the bail.

The individual shall not be booked or processed nor shall he be detained for identification.

NOTE: The sole fact that the individual has no identification in his possession shall not be a factor in his detention for a misdemeanor traffic warrant. If there is probable cause to believe that the individual in custody is the person named on the warrant, and the individual has the funds necessary to post bail, he must be released immediately, without detention for purposes of identification.

- B. Other Vehicle Code Violators.** The only adult Vehicle Code violators that can be detained for the two-hour limit for the purpose of identification are those individuals who are arrested for a Vehicle Code violation, *while operating a motor vehicle*, and are unable to provide satisfactory identification. If an individual is arrested solely for a Vehicle Code violation, and is not operating a motor vehicle at the time of the violation and is unable to provide satisfactory identification, the arrestee, if he has necessary funds, shall be allowed an immediate cash bail-out. The arrestee shall not be booked or processed nor shall he be detained for identification.

This order amends Section 4/682.15 of The Department Manual.

AUDIT RESPONSIBILITY: Jail Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- II. RELEASE OF SUBROGATED VEHICLE—REVISED.** A recent audit has revealed that insurance companies' "Notice of Subrogation" are not being processed in a timely manner. This has resulted in some Stolen/Recovered vehicles being released to non-owners. This order establishes procedures to ensure that subrogated vehicles are only released to the insurance company that has acquired ownership of the vehicle.

- A. Area Auto Coordinators' Responsibility.** When notice of a subrogated vehicle has been initially received at an Area Station instead of Records and Identification Division, the Area Auto Coordinator shall cause the Stolen Vehicle System (SVS) to be queried. If the listed owner is not the insurance carrier, as reflected on the Notice of Subrogation, he shall cause a telephonic notification to be made to the Vehicle Information Processing Unit (VIPU), Records and Identification Division, and request the VIPU clerk to update the SVS to reflect that the insurance carrier is the current owner.

This adds Section 4/772.50 of The Department Manual.

DISTRIBUTION "A"

MARCH 2, 1981

- III. DEATH INVESTIGATION, FORM 3.11—AMENDED DISTRIBUTION.** At present, the Coroner's Office forwards a copy of each Death Investigation, Form 3.11, to the Missing Persons Detail, Detective Headquarters Division (DHD), when the deceased has been assigned a "John Doe" or "Jane Doe" number for purposes of identification. The elapsed time between the initial death investigation and receipt of the Form 3.11 at DHD is often substantial. This order implements procedures designed to ensure that the Missing Persons Detail is apprised of "John Doe" and "Jane Doe" deaths in an expeditious manner.

The extra copy distribution of the Death Investigation, Form 3.11, delineated in Department Manual Section 5/3.11-80 is amended to include one extra copy of the Form 3.11 to the Missing Persons Detail, DHD, when the deceased is identified by means of a Coroner-generated "John Doe" or "Jane Doe" number.

This order amends Section 5/3.11-80 of The Department Manual.

- IV. DISTRIBUTION OF MISSING JUVENILE REPORTS—REVISED.** Due to a recent change in DR issuance procedures, it has become necessary to revise the distribution procedure for the Missing Juvenile Report, Form 3.16.

Distribution of Missing Juvenile Reports to the Juvenile Records Unit, Records and Identification Division, is no longer required. DR numbers for all Missing Person Reports are now obtained through the Automated DR Issuance System and the Missing Person's Report information is now maintained in the Event Index File of the Automated Index System.

A copy of the Missing Juvenile Report shall be sent to the Crime and Miscellaneous Reports Section, Records and Identification Division, for processing and retention. The Missing Juvenile Card Index has been eliminated.

This order amends Sections 5/3.16-82 and 5/3.16-84 of The Department Manual.

AUDIT RESPONSIBILITY: Records and Identification Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- V. DELETION OF REQUIREMENTS TO SEND INDEX CARDS TO RECORDS AND IDENTIFICATION DIVISION.** Since the inception of the Automated DR Issuance System, Records and Identification Division no longer requires report index cards. This order deletes those portions of the appropriate Department Manual Sections which refer to sending index cards to Records and Identification Division.

This order amends Sections 5/060.33, 5/3.1A-80, 5/3.1B-80, 5/3.1H-80, 5/3.1H-82, 5/3.6-80, 5/3.11-80, 5/3.11-81, 5/3.11-82, 5/3.11-84, 5/3.15-80, 5/3.15-82, 5/3.16-80, 5/3.16-82, 5/10.1-82, 5/10.1-90, 5/10.1-92, and 5/10.1-94 of The Department Manual, and deletes Section 5/3.7-85 completely.

- VI. NOTIFICATION OF SENTENCE OR PAROLE HEARING, FORM 15.40—DEACTIVATED.** This form has been used by detectives to request the California Adult Authority to notify the concerned detective division commanding officer when an individual was scheduled for a parole or sentence setting hearing. Penal Code Section 3042 now requires this notification be made automatically by the Board of Prison Terms to concerned parties of the judicial process. The Notification of Sentence or Parole Hearing, Form 15.40, is deactivated.

This order deletes Sections 4/763 and 5/15.40 of The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

APRIL 15, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

I. SUBPOENA RETURN PROCEDURE—REVISED. Criminal court subpoenas are now routed through Detective Headquarters Division which delays the return of the subpoenas to the issuing jurisdiction. This order establishes new procedures for the return of subpoenas to the proper court.

A. Return of Subpoenas to Issuing Courts. The Subpoena Control Officer of each Area/division shall be responsible for the return of all subpoenas as soon as they have been served or noted as unserved. Subpoenas shall be returned via Department mail and County messenger service, as follows:

- * Municipal Court Subpoenas signed by the District Attorney;

District Attorney's Office
Trials Secretarial Unit
17-1138, Criminal Courts Bldg.
Los Angeles

- * Municipal Court subpoenas signed by the City Attorney;

City Attorney's Office
1700 City Hall East
200 N. Main Street
Los Angeles

- * Juvenile Court subpoenas - Metropolitan Area, Divisions 201 thru 206;

District Attorney's Office
Juvenile Division
560, Hall of Records
320 W. Temple Street
Los Angeles

- * Superior Court subpoenas for cases being heard in the Criminal Courts Building;

District Attorney's Office
Witness Assistance Section
12-514, Criminal Courts Bldg.
Los Angeles

- * Superior Court subpoenas for cases being heard in the Branch Offices such as Van Nuys, Sylmar or Santa Monica must be addressed to those branches.

- * Public Defender subpoenas;

Public Defender's Office
19-513, Criminal Courts Bldg.
Los Angeles

NOTE: Private defense attorney subpoenas shall be returned to the individual attorney, via U.S. Mail.

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APRIL 15, 1981

This order amends Section 3/210.22 of The Department Manual.

Audit Responsibility: Detective Headquarters Division shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. TELEPHONE CALLS BY JUVENILES IN CUSTODY—REVISED. As a result of the passage of Assembly Bill 3264 which amended Sections 308 and 627 of the Welfare and Institutions Code, it has become necessary to revise the Department procedure concerning telephone calls by juveniles in Department custody. Under the revised procedure, arresting officers must comply with stricter time limits in which to allow juveniles their required telephone calls.

A. Within one hour after taking a juvenile into custody, the arresting officer shall;

Advise the juvenile that he has the right to complete two telephone calls; one call to a parent, guardian, responsible adult, or employer; and, one call to an attorney; AND,

Allow the juvenile to complete the two calls.

The calls, if in the local dialing area, shall be made at City expense.

The arresting officer(s) shall, in the narrative portion of the arrest report, document the date, time, and the juvenile's response to the admonition.

This order amends Sections 4/658.10 and ~~4~~658.17 of The Department Manual.

III. INTRA-DEPARTMENTAL TRANSFER OF POLICE PASSENGER VEHICLES. The transfer of police vehicles within the Department is the responsibility of the Fleet Control Unit (FCU), Technical Services Bureau. Through the application of vehicle formulas, the FCU will cause an equitable allocation and distribution of the Department fleet. This order establishes procedures for the transfer of vehicles within the Department.

A. Vehicle Transfers. The Fleet Control Unit, Technical Services Bureau shall apply Department approved vehicle formulas to the number of authorized personnel of each Area/division and allocate or reallocate police passenger vehicles when appropriate.

NOTE: Police passenger vehicles are defined as:

- * Marked black and white vehicles;
- * Four-door plain vehicles; and,
- * Two-door plain vehicles.

A Department-wide Fleet Transfer Teletype shall be published periodically indicating new vehicle assignments and reallocations. The transfer will normally be published one week prior to the effective date.

B. Commanding Officer's Responsibility. Area/division commanding officers shall assign a day watch supervisor as Fleet Coordinator.

C. Fleet Coordinator's Responsibility. When the Fleet Coordinator becomes aware that a vehicle assigned to his Area/division is to be transferred to another Area/division he shall, four days prior to the effective date:

- * Cause the vehicle records and keys to be gathered; and,
- * Cause the concerned vehicle to be available for transfer.

When the Fleet Coordinator becomes aware that a vehicle is to be transferred to his Area/division, he shall:

- * Notify the Area/division forfeiting the vehicle of the impending transfer;

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- * Arrange for a transfer of the vehicle to occur three days prior to the effective transfer date;
- * Take possession of the vehicle and all records from the forfeiting Area/division;
- * Immediately arrange for the appropriate radio and decal adjustments to occur; and,
- * Notify the FCU of the completed transfer.

D. **Commanding Officer, Motor Transport Division—Responsibility.** When the Commanding Officer of Motor Transport Division is notified by the FCU of a vehicle transfer, he shall adjust mechanic to vehicle ratios, if necessary.

This order adds Section 3/580.90 to The Department Manual.

Audit Responsibility: The Fleet Control Unit, Technical Services Bureau, shall monitor compliance with this order in accordance with Manual Section 0/080.30.

IV. **IMPOUNDMENT OF ABANDONED VEHICLES—AMENDED PROCEDURES.** Effective January 1, 1981, Sections 22670 V.C. and 22851.8 V.C. are added to the California Vehicle Code. These sections relate to the impoundment of abandoned vehicles. Section 22670 V.C. requires that an employee impounding an abandoned vehicle shall appraise it as valued at \$100 or less, over \$100 to \$300, or over \$300. Section 22851.8 V.C. requires that the registered and legal owner of an impounded abandoned vehicle appraised at \$100 or less be notified of certain information. Pending revision of related forms, Department employees impounding abandoned vehicles shall:

- * Indicate on the Vehicle Investigation, Form 3.7, whether the vehicle is appraised at \$100 or less, over \$100 to \$300, or over \$300. This information shall be entered in the Garage Report of Release or Sale section and the preprinted information "\$200 or less" shall be lined out; and,
- * Amend the statement at the bottom of the Notice of Stored Abandoned Vehicle, Form 15.35, by:
 - * Lining out \$200 and entering \$100;
 - * Lining out 22705 and entering 22851.8 V.C.; and,
 - * Lining out 20 and entering 10 (days).

It is anticipated that the revised Vehicle Investigation, Form 3.7, will be in field use by approximately September, 1981. The revised Notice of Stored Abandoned Vehicle, Form 15.35, is now available at Supply Division.

This order amends Sections 4/222.35, 4/222.50 and 5/15.35 of The Department Manual.

V. **ARREST REPORT PROCESSING.** An audit of Records and Identification Division procedures revealed a duplication of effort in processing Arrest Reports, Form 5.2, and the Los Angeles Consolidated Booking Forms, Form 5.1. This order will combine the procedures to promote improved efficiency.

Whenever the completion of an Arrest Report, Form 5.2, *and* a Booking Form, Form 5.1, is required *and both* forms remain in the Area of arrest or booking, the Area record unit supervisor shall ensure that the Form 5.1 is stapled to the Arrest Report, Form 5.2, prior to delivery to Records and Identification Division.

NOTE: In those cases where the Form 5.1 and the Form 5.2 *do not* remain in the same Area of arrest or booking, those forms shall be processed in the normal manner.

EXCEPTION: Jail Division and Valley Section, Jail Division, are exempt from this order.

This order adds Section 5/5.1-01 to The Department Manual.

APRIL 15, 1981

VII. TACTICAL MANUAL AMENDMENT.

- A. **Commanding Officers Responsibility.** Commanding officers shall ensure that personnel of their commands are familiar with this revised text.
- B. **Air Pollution Emergencies.** Part B, Chapter 800, Air Pollution Emergencies, of the Tactical Manual is amended to reflect current South Coast Air Quality Management District regulations and requirements.

Audit Responsibility: Planning and Fiscal Bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

APRIL 16, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions and revisions in The Department and Tactical Manuals.

PROCEDURE:

- I. **CANCELLATION OF SPECIAL ORDER NO. 1 OF 1981.** The Office of the City Attorney and the Department have reviewed Special Order No. 1 of 1981. This review determined that the procedures outlined in that Order are unnecessary. Special Order No. 1 of 1981 is, therefore, cancelled.

NOTE: Employees are reminded that compliance with Manual Section 3/210.63 remains unchanged.

- II. **ACTIVATION OF OPERATIONS-SOUTH BUREAU—COMMUNITY RESOURCES AGAINST STREET HOODLUMS SECTION.** Operations-South Bureau, Community Resources Against Street Hoodlums Section (OSB-CRASH), recently became a City-funded Department organization entity. This Order incorporates the functions and responsibilities of OSB-CRASH into The Department Manual.

- A. **Activation** - Operations-South Bureau, Community Resources Against Street Hoodlums Section (OSB-CRASH) is activated. OSB-CRASH shall be under the line command of an OSB Commander designated by the Commanding Officer, Operations-South Bureau.
- B. **Responsibilities** - OSB-CRASH shall assume responsibility for assisting all Areas within Operations-South Bureau in the repression of gang-related crimes.
- C. **Radio Designation** - OSB-CRASH units shall adopt the number "3" as the first character of their identifying unit designation and "CRASH" as their service descriptor. Current applicable Manual provisions regarding field unit designations (4/110.20) shall apply to OSB-CRASH. For example, the OSB-CRASH base station shall be identified as "3 CRASH 90."
- D. **Correspondence Reference Number** - The correspondence reference number of OSB-CRASH shall be 5.0.1.

This Order amends Sections 2/907.62, 2/1108., 2/1111., 2/1111.01, 4/110.50 and 5/080.96 of The Department Manual.

- III. **BUDGETED INVESTIGATIVE TRAVEL—REVISED.** To improve control of expenditures of Department funds disbursed to officers for travel expenses, this Order establishes procedures for the review of travel expense statements submitted by officers prior to, and upon return from, Department-funded travel.

- A. **Budgeted Investigative Travel.** Requests for investigative travel funds shall be submitted to the concerned bureau commanding officer for approval. The request shall then be forwarded to Fiscal Operations Division.

EXCEPTION: Requests by Internal Affairs Division, Organized Crime Intelligence Division, and Public Disorder Intelligence Division shall be submitted to the Director, Office of Special Services, for approval.

Requests for travel funds on a District Attorney's Authorization for out-of-state extradition shall be submitted to the concerned officer's commanding officer for approval.

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The request shall then be forwarded directly to Fiscal Operations Division prior to the date of the employee's departure.

- B. **Return From Budgeted Investigative Travel.** An officer returning from travel which is funded by Fiscal Operations Division (FOD) administered accounts shall, within five days, submit to his commanding officer a Personal Expense Statement, Form General 16. An officer returning from *extradition-related* travel shall, within five days, personally furnish Accounting Section, FOD, with the information necessary for the Accounting Section to complete Form General 16, and the State of California Reimbursement Form.

EXCEPTION: Divisions conducting specialized investigations not funded by FOD administered accounts are not required to comply with provisions of this Order.

When approving requests, bureau commanding officers and the Director, Office of Special Services, should use current Department expenditure rates as a general guideline. A copy of the current rates may be obtained by contacting the Accounting Section, FOD. Any deviation from the standard rates shall be explained by the submitting officer on the Form General 16 prior to forwarding to FOD.

This Order amends Section 3/390.33 of The Department Manual.

AUDIT RESPONSIBILITY: Fiscal Operations Division shall monitor compliance with this directive, in accordance with the provisions of Department Manual Section 0/080.30.

- IV. **BASIC CAR PLAN ATTENDANCE SURVEY, FORM 1.84—DEACTIVATED.** The Basic Car Plan Attendance Survey, Form 1.84, is deactivated. Return unused forms to Supply Division, bundled and marked "Obsolete-Destroy".

NOTE: The Basic Foot Beat Plan - Certificate of Appreciation, Form 1.86.0, the Basic Car Plan - Certificate of Appreciation, Form 1.86.1, and the Basic Car Plan Invitation, Form 1.83, are still active and are available at Supply Division. Commanding officers should encourage the use of these forms, particularly the Basic Car Plan Invitation. The reverse side of this index card form contains a checklist which may aid in the repression of burglaries.

This Order deletes Section 5/1.84 from The Department Manual.

- V. **INTELLIGENCE CONTROL CENTER—PUBLIC DISORDER INTELLIGENCE DIVISION RESPONSIBILITY.** To ensure a more efficient use of available Department resources, Public Disorder Intelligence Division shall assume responsibility for the activation, staffing and command functions of the Intelligence Control Center (ICC).

This Order amends Sections A/108.01 through A/108.04, A/210.02 through A/210.07, A/315.01, A/315.02 and A/330. of the Tactical Manual.

VI. TACTICAL MANUAL AMENDMENT

- A. **Commanding Officers' Responsibility.** Commanding officers shall ensure that personnel of their commands are familiar with this Manual addition.
- B. **Recovery Operations.** The City's recovery from the effects of a civil disturbance, disaster, or other emergency is not automatic. The restoration of order occurs only after control is established, the severity of the emergency diminishes, and *recovery operations* begin. This Tactical Manual addition describes recovery operations including field task force withdrawal, temporary regulation cancellation, equipment and materiel recovery, and police community relations.

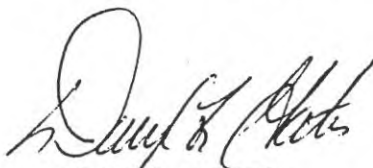
This Order adds Sections D/325. through D/325.04 to the Tactical Manual.

APRIL 16, 1981

- VII. **CIVIL DEFENSE WARNINGS—DISPERSAL OF COMMANDING OFFICERS BELOW THE RANK OF COMMANDER.** The dispersal location for the Commanding Officer, Public Disorder Intelligence Division shall be City Hall East, Emergency Operations Center (EOC).

The Civil Defense Dispersal List has been modified to reflect minor changes in the Department's organization.

This Order amends Section B/410.05 of the Tactical Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

JUNE 25, 1981

SUBJECT: BAIL ACCEPTANCE PROCEDURES—REVISED

PURPOSE: On January 1, 1981, the provisions of Penal Code Section 1269d became effective. This section requires the release of most defendants charged with a misdemeanor offense upon the posting of ten percent of the scheduled bail and execution of a release agreement. This Order activates the Release Agreement, Appearance Bond, and Bail Deposit Receipt, Form 6.15.1, and establishes a procedure for the acceptance of bail under this law.

PROCEDURE:

I. RELEASE AGREEMENT, APPEARANCE BOND, AND BAIL DEPOSIT RECEIPT, FORM 6.15.1—ACTIVATED. The Release Agreement, Appearance Bond, and Bail Deposit Receipt, Form 6.15.1, is activated. This form shall be used in lieu of the existing Bail Receipt and/or Notice to Appear, Form 6.15, whenever ten percent bail is *posted by the defendant*. The Bail Receipt and/or Notice to Appear, Form 6.15, shall be issued to the depositor as a receipt when ten percent bail is *posted by other than the defendant*.

II. RELEASE ON BAIL UNDER AUTHORITY OF 1269d P.C. If a defendant is arrested for a misdemeanor offense, he shall be released from custody upon deposit, in cash, of ten percent of the amount affixed in the current misdemeanor bail schedule and upon the execution of Release Agreement, Form 6.15.1.

EXCEPTION: An arrestee shall not be released under this procedure when:

- * Established bail is one hundred and fifty dollars (\$150) or less;
- * The defendant is charged with an outstanding misdemeanor warrant issued under Penal Code Sections 853.8, 979, 1195, or 1318.8 (failure to appear or bench warrant), except upon order of a magistrate; or
- * The defendant refuses to sign the Release Agreement, Form 6.15.1.

III. ACCEPTANCE OF BAIL UNDER 1269d P.C.—DEPARTMENT JAIL FACILITY. When a request is made to deposit bail for the release of a defendant confined in a Department jail facility, the custodial jailor shall:

- * Accept bail in an amount equal to ten percent of that indicated by the bail schedule, bail information teletype, or as indicated on the warrant or abstract;
- * Complete the Release Agreement, Form 6.15.1, including appropriate court appearance information;
- * Orally instruct the defendant when and where to appear in court;
- * Cause the defendant to read and sign the Release Agreement;
- * Present the defendant with his copy of the form and process his release; and,
- * Cause a Notification of Prisoner Release Teletype to be sent to the Automated Justice Information System (4/165.32).

NOTE: Defendants may exercise the option of posting bail under provisions of this section or in the conventional manner by posting the full amount of bail. Should a defendant desire to post full bail, he shall not be subject to the release restrictions outlined in 1269d P.C. When this occurs, custodial jailors shall complete and issue the defendant the standard Bail Receipt and/or Notice to Appear, Form 6.15.

DISTRIBUTION "A"

JUNE 25, 1981

IV. ACCEPTANCE OF BAIL UNDER 1269d P.C.-DEFENDANT CONFINED IN A SEPARATE FACILITY. When a request is made to deposit bail for a defendant confined at a separate location, including County jail facilities, the employee accepting bail shall:

- * Request the custodial facility to transmit a Bail Information Teletype;
- * Accept bail from the depositor in the form of ten percent of the scheduled bail;
- * Prepare and issue to the depositor a Bail Receipt and/or Notice to Appear, Form 6.15, as a receipt of deposit; and,
- * Direct an Order to Release Teletype to the custodial facility.

V. RELEASE OF DEFENDANT UNDER 1269d P.C.-BAIL POSTED AT A SEPARATE FACILITY. When an employee receives an Order to Release Teletype signifying that ten percent bail has been posted at a separate facility, he shall:

- * Prepare a Release Agreement, Form 6.15.1, in accordance with the provisions of Section III of this Order; and,
- * Cause a Notification of Prisoner Release Teletype to be sent within one hour to the Automated Justice Information System and to the facility where bail was posted.

VI. DISTRIBUTION. Bail transactions accepted pursuant to 1269d P.C. shall be processed and forwarded for audit in accordance with current bail transaction procedures.

Distribution of the Release Agreement, Form 6.15.1, shall be as follows:

- 1 - Original, to defendant.
- 1 - Research and Bail Unit, Jail Division.
- 1 - Concerned court.
- 1 - Court Complaint Officer.
- 1 - Division effecting release.

5 TOTAL

Distribution of the Bail Receipt and/or Notice to Appear, Form 6.15, when bail is posted by other than the defendant, shall be as follows:

- 1 - Original, depositor.
- 1 - Concerned court.
- 1 - Division accepting bail.

3 TOTAL

VII. FORMS AVAILABILITY. The Release Agreement, Appearance Bond, and Bail Deposit Receipt is now available at Supply Division and shall be ordered and put in use as soon as practicable. Though releases using this form require a supervisor's approval, the form does not have a space for the approving supervisor's signature. This situation will be corrected at the next printing. Until then, supervisors shall sign on line 9, next to the releasing officer's signature.

AMENDMENTS:

This Order amends Sections 4/165.30, 4/675.20, 4/680.20, 4/680.80, and 5/6.15 of The Department Manual, and adds Sections 4/680.21 and 5/6.15.1.

DISTRIBUTION "A"

JUNE 25, 1981

AUDIT RESPONSIBILITY:

Jail Division shall monitor compliance with this directive in accordance with the provisions of Section 0/080.30 of The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

MAY 18, 1981

SUBJECT: EMERGENCY INVESTIGATIVE TRAVEL FUND

PURPOSE: When conducting criminal investigations, detectives are frequently required to engage in travel outside of the City. Occasionally, detectives are required to engage in this travel at times when Fiscal Operations Division is closed and advance travel funds are not available. In the past this has caused delays and financial inconvenience. To alleviate this problem, an Emergency Investigative Travel Fund has been established. This Order establishes the criteria and procedures for the use of this fund, and activates the Travel Request for Business Trip, Form 15.70, to be used for *all* types of business trips.

PROCEDURE:

I. EMERGENCY INVESTIGATIVE TRAVEL FUND—ESTABLISHED. The Emergency Investigative Travel Fund is established under the control of the Commanding Officer, Detective Headquarters Division (DHD). The Emergency Investigative Travel Fund may be used when:

- * The travel would normally be funded from the Investigative Travel Account;
- * Fiscal Operations Division is closed and will not be open in time to obtain advanced funds prior to the detective's departure;
- * Immediate in-person investigation is essential and in the Department's best interest;
- * The use of the fund is approved by the concerned commanding officer and a staff officer from the bureau to which the requesting detective is assigned. Approval of a staff officer from the Office of Special Services or the Bureau of Special Investigation shall be required for personnel assigned to Public Disorder Intelligence Division, Organized Crime Intelligence Division, and Internal Affairs Division.

NOTE: If no staff officer is available, the Duty Deputy Chief, when deployed, shall be contacted through DHD for approval.

II. TRAVEL REQUEST FOR BUSINESS TRIP, FORM 15.70—ACTIVATED. The Travel Request for Business Trip, Form 15.70, is activated. The Travel Request, Form 15.70, shall be used whenever travel is for a business trip, as defined in Department Manual Section 3/390.09.

The Travel Request, Form 15.70, shall be used in place of an Intradepartmental Correspondence, Form 15.02.

NOTE: Requests for non-budgeted travel and travel for purposes other than business trips shall be submitted on an Intradepartmental Correspondence, Form 15.02, in accordance with existing procedure (3/390.17; 3/390.41).

III. DETECTIVE'S RESPONSIBILITIES. When a detective needs access to the Emergency Investigative Travel Fund, he shall:

- * Complete a Travel Request for Business Trip, Form 15.70, completing all applicable portions of the form;
- * Obtain approval for the travel request from his commanding officer and the appropriate staff officer from the bureau to which he is assigned;

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- * Present the travel request to DHD.

Upon returning from the trip, the detective shall pay to Fiscal Operations Division any unused portion of the money disbursed to him from the fund along with the appropriate receipts and expense reports (3/390.73).

IV. DETECTIVE HEADQUARTERS DIVISION RESPONSIBILITIES. The Commanding Officer, DHD, shall be responsible for the maintenance and disbursement of the Emergency Investigative Travel Fund. Upon receiving an approved travel request, the Watch Commander, DHD, shall:

- * Review the request for completeness;
- * Verify the use of the fund with the staff officer approving, if necessary;
- * Disburse the necessary amount to the requesting detective;
- * Ensure that the detective receiving funds signs a City of Los Angeles Receipt, Form General 30, acknowledging receipt;
- * Give the detective one copy of the receipt and keep one copy of the receipt for DHD records;
- * Ensure that, on the next business day, the travel request and original copy of the Receipt, Form General 30, are delivered to Fiscal Operations Division.

NOTE: The Commanding Officer, DHD, shall ensure that proper records are maintained to account for fund activity. The records shall be retained for a minimum of one year.

V. FISCAL OPERATIONS DIVISION RESPONSIBILITIES. The Commanding Officer, Fiscal Operations Division, shall ensure that the Emergency Investigative Travel Fund is reimbursed upon receipt of the travel request and the Receipt, Form General 30.

VI. FORMS AVAILABILITY. A copy of the Travel Request for Business Trip, Form 15.70, is included with this Order and should be used as a master copy until the form is available at Supply Division (in approximately two months).

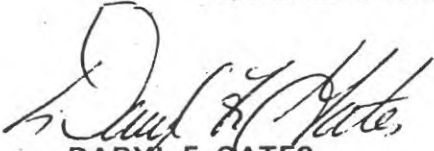
VII. FORMS DISTRIBUTION. The Travel Request for Business Trip, Form 15.70, shall be submitted in accordance with established procedures outlined in Department Manual Sections 3/390.25 and 3/390.33.

AMENDMENTS:

This Order amends Sections 2/1042.33, 3/390.17, and adds Sections 3/390.37 and 5/15.70.

AUDIT RESPONSIBILITY:

Fiscal Operations Division shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

**LOS ANGELES POLICE DEPARTMENT
TRAVEL REQUEST FOR BUSINESS TRIP**

15.70.0 (1/81)

DATE REQUEST SUBMITTED	DATES OF TRAVEL DEPARTURE: RETURN:			TOTAL DAYS INVOLVED
TRAVELING EMPLOYEE(S)	LAST NAME	FIRST	SERIAL NO.	DIVISION
PURPOSE OF TRAVEL: INCLUDE DR NO., WARRANT NO., TYPE OF CRIME OR INVESTIGATION.				
DESTINATION		MODE OF TRANSPORTATION		EXTRADITION INVOLVED? <input type="checkbox"/> NO <input type="checkbox"/> YES <small>IF YES, # PRISONERS</small>
AUTHORITY FINANCING TRAVEL			HAVE SUFFICIENT FUNDS BEEN ALLOCATED FOR THE TRAVEL?	
TRAVEL BUDGETED BY: <input type="checkbox"/> LAPD <input type="checkbox"/> OTHER AGENCY:			IF OTHER AGENCY, ENTER NAME IF OTHER AGENCY, IS THIS TRIP IN THE BEST INTEREST OF THE CITY?	
IS THE EMERGENCY INVESTIGATIVE TRAVEL FUND TO BE USED? <input type="checkbox"/> NO <input type="checkbox"/> YES:			IF YES, AMOUNT DISBURSED \$ _____ IF YES, NAME AND BUREAU OF STAFF OFFICER APPROVING	
Request Prepared By			NAME	SERIAL NO.
DIVISION				
REVIEW AND APPROVAL				
DIVISION <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		SIGNATURE, COMMANDING OFFICER		DIVISION DATE
BUREAU <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		SIGNATURE, COMMANDING OFFICER		BUREAU DATE
OO / OSS <small>(NON INVESTIGATIVE ONLY)</small> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		SIGNATURE, DIRECTOR		OFFICE DATE
OAS <small>(NON INVESTIGATIVE ONLY)</small> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		SIGNATURE, DIRECTOR		DATE
CHIEF OF POLICE <small>(NON INVESTIGATIVE ONLY)</small> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		SIGNATURE, CHIEF OF POLICE		DATE
REASON FOR DISAPPROVAL				

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

JULY 13, 1981

SUBJECT: ELIMINATION OF BIFURCATED CRIMINAL/ADMINISTRATIVE INVESTIGATIONS INVOLVING DEPARTMENT EMPLOYEES

PURPOSE: Currently, this Department conducts two separate investigations of the following situations:

- * Serious injury to an individual resulting from police action by a member of this Department;
- * Death of an individual resulting from police action by a member of this Department; or,
- * A criminal allegation against a Department employee.

One of the investigations was used for administrative review and the other for criminal purposes. Recent court decisions expanding disclosure of information developed in the administrative investigation have eliminated the need for bifurcation. This Order delineates the responsibilities and procedures for a unified administrative and criminal investigation when an allegation involves criminal conduct by a Department employee.

PROCEDURE:

I. DEPARTMENT EMPLOYEE DETAINED OR SUSPECTED OF COMMITTING A CRIMINAL OFFENSE WITHIN THE CITY

A. Investigative Responsibility—General. Investigative responsibility for the Department's unified investigation shall be as follows:

- * Low-grade misdemeanor — the employee's Area/division of assignment;
Exception: When a low-grade misdemeanor results from a traffic accident, the criminal investigation shall be completed by a traffic supervisor, bureau of occurrence.
- * High-grade misdemeanor or felony — at the direction of the Commanding Officer, Internal Affairs Division.

Note: High-grade misdemeanors include:

- * Petty theft;
- * Dangerous Weapons' Control Law;
- * Traffic manslaughter;
- * Indecent exposure;
- * Child molesting;
- * Contributing;
- * Lewd conduct;
- * Lewd loitering; and,
- * All misdemeanor sex crimes.

All other misdemeanor crimes are low-grade.

Upon notification of a high-grade misdemeanor or felony incident, the Commanding Officer, Internal Affairs Division, shall:

- * Review the circumstances of the case;
- * Determine the scope of the investigation; and,
- * Obtain the necessary expertise, experienced personnel and equipment to complete the investigation.

B. Scope of Investigation. The scope of the investigation involving a criminal allegation against a Department employee shall be the same as that for a private person detained or charged under similar circumstances. The following procedures shall also apply to *the* investigation of a Department employee:

- * The concerned investigating officer shall determine when an officer should be advised of his constitutional rights and shall have the responsibility of either giving the admonition or ensuring that it is given;

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- * When chemical testing of sobriety is necessary, *one* test shall be administered. If the test is a Gas Chromatograph Intoximeter, one test shall consist of at least two samples (4/343.38); and,
- * The investigation shall be reported to the employee's commanding officer on a Personnel Complaint, Form 1.81, and forwarded to the Commanding Officer, Internal Affairs Division, through normal distribution.

C. **Area of Occurrence—Responsibilities.** When a Department employee is detained for a criminal offense within the City, a supervisor, Area of occurrence, shall:

- * Immediately respond to the scene; and,
- * Ensure that the watch commander, Area of occurrence, is notified immediately.

The watch commander, Area of occurrence, upon being notified, shall:

- * Ensure that the employee's watch commander **AND** commanding officer are notified;
- * Ensure that the Commanding Officer, Internal Affairs Division, is notified when the investigation involves a high-grade misdemeanor or felony;

Note: When Internal Affairs Division is closed, this notification shall be made to the Watch Commander, Detective Headquarters Division, who shall make the appropriate notification.

- * Ensure that the appropriate sobriety or other tests normally required for the preliminary investigation are administered in a timely manner.

II. **DEPARTMENT EMPLOYEE DETAINED OR SUSPECTED OF COMMITTING A CRIMINAL OFFENSE OUTSIDE THE CITY**

- A. **Investigation.** Procedures currently established for investigating an incident wherein an employee is detained by another law enforcement agency or suspected of committing a criminal offense outside the City are unchanged by this Order (3/837.60).
- B. **Chemical Test.** When an employee is administered a chemical test by an outside agency, that test result shall normally be utilized as the test for the Department's unified investigation.

III. **SWORN AND/OR SECURITY PERSONNEL—INVOLVED SHOOTING AND SERIOUS INJURY OR DEATH RESULTING FROM POLICE ACTION INVESTIGATIONS**

A. **Responsibility of Robbery-Homicide Division**

1. **Investigative Responsibility.** The Officer-Involved Shooting Section, Robbery-Homicide Division, is responsible for the investigation and apprehension aspects on a City-wide basis, of:

- * Sworn and/or security personnel-involved shootings resulting in a hit either to the suspect or the officer;
- * Non-traffic, officer-involved incidents which result in death or serious injury; and,
- * The death of a person in Department custody.

The investigation shall be utilized for both criminal and administrative purposes.

2. **Necessary Notification.** The Chief of Police and Commanding Officer, Internal Affairs Division, shall be notified by the Officer-in-Charge, Officer-Involved Shooting Section, Robbery-Homicide Division, when evidence indicates that an officer is involved in a serious misconduct resulting from:

- * Sworn and/or security personnel-involved shootings resulting in a hit either to the suspect or the officer;
- * Non-traffic, officer-involved incidents which result in death or serious injury; and,
- * The death of a person in Department custody.

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B. Responsibility of Geographic Areas

1. **Investigative Responsibility.** Geographic Area detectives shall be responsible for assisting the Officer-Involved Shooting Section, Robbery-Homicide Division, with all criminal aspects of:

- * Sworn and/or security personnel-involved shootings resulting in a hit either to the suspect or the officer;
- * Non-traffic, officer-involved incidents which result in death or serious injury; and,
- * The death of a person in Department custody.

Determination of the need for assistance shall be made by the Officer-in-Charge, Officer-Involved Shooting Section, Robbery-Homicide Division.

2. **Investigative Expertise.** Area/division commanding officers shall ensure that detectives assigned to assist in the criminal investigation of an incident investigated by the Officer-Involved Shooting Section, Robbery-Homicide Division, possess expertise in the type of crime involved.

Example: Burglary detectives should be assigned the criminal aspect of the investigation when the incident involves the crime of burglary.


- C. **Responsibility of Internal Affairs Division.** When it is determined that an officer is involved in serious misconduct, Internal Affairs Division shall assume responsibility for the criminal and administrative investigation of:

- * Sworn and/or security personnel-involved shootings resulting in a hit either to the suspect or the officer;
- * Non-traffic, officer-involved incidents which result in death or serious injury; and,
- * The death of a person in Department custody.

Note: The Commanding Officer, Internal Affairs Division, shall have at his disposal any element of the Department necessary to complete the investigation.

AMENDMENTS: This Order amends Sections ~~3/815.10, 3/815.15, 3/836.10, 3/836.15, 3/836.20, 3/837.30, 3/837.40, 3/837.50 and 3/837.60.~~

AUDIT RESPONSIBILITY: Internal Affairs Division and Robbery-Homicide Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

JULY 20, 1981

SUBJECT: NONLETHAL CONTROL DEVICES

PURPOSE: Consistent with the Department's philosophy of using the minimum amount of force necessary to control violent suspects, the Department has tested and approved the use of certain nonlethal control devices. It is anticipated that the use of these devices will result in fewer altercation-related injuries to officers and suspects.

This Order establishes procedures for the use, reporting and maintenance of nonlethal control devices; the TASER and chemical irritant spray. The Nonlethal Control Devices Incident Report (NCDIR), Form 13.30, is also activated.

PROCEDURE:

I. USE OF NONLETHAL CONTROL DEVICES.

- A. **Policy.** To reduce the number of altercation-related injuries to officers and suspects, the Department authorizes the use of selected nonlethal control devices.

Approved nonlethal control devices may be used to control a violent or potentially violent suspect when lethal force does not appear to be justifiable and/or necessary; and attempts to subdue the suspect by other conventional tactics have been or will be ineffective in the situation at hand; or there is a reasonable expectation that it will be unsafe for officers to approach to within contact range of the suspect.

Chemical irritant spray *shall* be possessed and maintained by all uniformed field personnel who have completed designated training in its use.

Non-uniformed personnel *may* possess chemical irritant spray subject to the same training requirements.

The TASER shall be used *only* by personnel who have completed the Department's TASER training program. Supervisors shall normally delegate the use of a TASER to an officer trained in its use; however, if the tactical situation dictates, supervisors shall employ the TASER device themselves.

Officers who use nonlethal control devices shall ensure that medical treatment is obtained, if needed, for the person(s) upon whom the nonlethal control device is used. TASER cassette darts which penetrate the skin shall be removed by trained medical personnel only.

II. COMMANDING OFFICERS' RESPONSIBILITIES.

- A. **Bureau Commanding Officers.** Bureau commanding officers shall monitor the use of nonlethal control devices in the same manner as other Use of Force incidents.

Bureau commanding officers may approve use of the TASER by selected personnel assigned to specialized divisions within their commands, provided they have received the requisite training.

NOTE: Normally, personnel assigned to specialized divisions desiring a TASER should coordinate such requests with supervisory personnel of the Area in which use of the TASER might be necessary.

- B. **Area/Division Commanding Officers.** Each commanding officer whose employees are equipped with nonlethal control devices shall:

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- * Review each use of a nonlethal control device by an employee within the command.
- * Designate the Area/division Armorer, in addition to other prescribed duties, to fulfill the duties and responsibilities of Nonlethal Control Devices Coordinator.
- * Ensure roll call training on nonlethal control devices is provided, as needed.

III. AREA/DIVISION ARMORER (NONLETHAL CONTROL DEVICES COORDINATOR)—RESPONSIBILITIES. Each Area/division Armorer (Nonlethal Control Devices Coordinator) shall:

- * Receive, inspect and ensure the maintenance and replacement of nonlethal control devices assigned to the Area/division.
- * Establish systems to store and issue TASERS and chemical irritant sprays.
- * Establish a rotation system to ensure that TASER devices are electrically charged before being issued.
- * Return defective or damaged TASER dart cassettes to Supply Division.
- * Obtain service and/or replacements for defective or damaged TASER and chemical irritant spray devices and their components from Supply Division.
- * Ensure that expired chemical irritant spray canisters are replaced.
- * Maintain a file of completed Nonlethal Control Devices Incident Reports, Form 13.30.

IV. TASER GUIDELINES.

- A. **"Code Tom"—Activated.** The radio code, "Code Tom," is activated. When an officer needs a supervisor with a TASER, the officer shall broadcast the unit designation, location and "Code Tom."

"Code Tom" is a "Code Two" call for the supervisor assigned the call. If the field situation changes and the TASER is no longer needed at the scene, the requesting officer shall broadcast a cancellation of the "Code Tom."

- B. **Authorized Supervisors' Responsibilities.** Each uniformed field supervisor or other authorized supervisors shall:

- * Sign out a freshly charged, unloaded TASER and four dart cassettes. If a freshly charged TASER is not available, the supervisor should obtain one that has been charged within the past 24 hours. In no event shall a TASER that has not been charged within the past 24 hours be signed out.
- * Respond "Code Two" to "Code Tom" requests, when assigned.

NOTE: An officer using the TASER *shall* complete the NCDIR for each incident in which the TASER is fired with the exception of the Supervisor's Investigation portion. This portion shall be completed by a non-involved supervisor.

- * Ensure that the altercation box on all related reports is marked and the word "TASER" is written next to the box.
- * Sign in the unloaded TASER, along with any unused dart cassettes, at the end of each tour of duty.

V. CHEMICAL IRRITANT SPRAY GUIDELINES.**A. On-Duty Possession and Use of Chemical Irritant Spray.** Officers shall possess and maintain Department-authorized chemical irritant sprays subject to the following guidelines:

- * Prior to possessing a chemical irritant spray in an on-duty capacity, personnel shall have successfully completed the Department-sponsored course of instruction.
- * Uniformed field personnel *shall* carry the device in its holster on the equipment belt between the ammunition case and the baton holder.
- * Plainclothes and non-field uniformed personnel *may* carry the device consistent with the needs of their assignment or at the direction of their commanding officer.
- * Officers who use chemical irritant spray shall complete a Nonlethal Control Devices Incident Report, Form 13.30. Officers shall mark the altercation box on all related reports and write the words "Chemical Spray" next to the box.
- * Canisters involved in any type of malfunction shall be turned in to the Area/division Armorer for exchange.

B. Off-Duty Possession and Use of Chemical Irritant Spray. Off-duty officers who have been issued a valid California State permit to possess chemical irritant spray may carry Department-issued or privately-purchased chemical irritant sprays subject to the limitations of the Penal Code.

NOTE: Officers desiring to possess chemical irritant spray on an off-duty basis must obtain training from a state-certified instructor. The Supplemental Fact Sheet contains further information regarding off-duty training requirements.

When an off-duty officer becomes involved in a situation in which chemical irritant spray is used and the officer's occupation as a peace officer is a factor, the officer shall:

- * Complete a NCDIR.
- * Report the full details of the altercation in a related Department arrest or crime report.
- * Use an Employee's Report, Form 15.7, to report the incident when a crime or arrest report is not required.
- * Ensure that the altercation box on the arrest or crime report is marked and the words "chemical spray" are written next to the box.
- * Submit the NCDIR, Form 13.30, and any related reports to an assigned supervisor no later than the next regularly scheduled tour of duty.

VI. NONLETHAL CONTROL DEVICES INCIDENT REPORT, FORM 13.30—ACTIVATED. The Nonlethal Control Devices Incident Report (NCDIR), Form 13.30 is activated.

- A. Use of Form.** This form is used to report the use of nonlethal control devices. One NCDIR shall be completed for each suspect on whom officers use a nonlethal control device. If more than one nonlethal control device is used on a suspect, information for each such device shall be reported on the same report.
- B. Completion-General.** The NCDIR shall be completed by the employee(s) using the nonlethal control device(s).

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EXCEPTION: Supervisory personnel using the TASER *shall* complete the NCDIR with the exception of the Supervisor's Investigation portion of the NCDIR. A non-involved supervisor *shall* complete the Supervisor's Investigation portion of the NCDIR.

- C. **Completion-DR Number.** The NCDIR shall bear the DR number of related report(s). A NCDIR which is not related to a crime or arrest report does not require a DR number.
- D. **Retention.** The completed NCDIR shall remain on file at the Area/division level for a period of one year. Training Division shall maintain completed NCDIR's on file for a period of five years.


NOTE: Completed NCDIR's not bearing a DR number shall be filed alphabetically using the suspect's last name.

E. **Distribution.**

- 1 - Original, Commanding Officer, Training Division
- 1 - Area/division Armorer (Nonlethal Control Devices Coordinator)
- 1 - Concerned Area/division commanding officer
- 1 - Concerned bureau commanding officer

4 TOTAL

NOTE: Concerned Areas/divisions shall photocopy and use the attached form exemplar until regular forms are received from Supply Division.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

SUPPLEMENTAL FACT SHEET

NONLETHAL CONTROL DEVICES

Current Penal Code provisions prohibit the possession and use of chemical irritants by all individuals, including peace officers, in the absence of specified training from state-certified instructors. Department personnel may possess and use chemical irritants while on duty upon the successful completion of the prescribed course of instruction. However, the California Department of Justice (DOJ) has advised the Department that the Penal Code does not specifically permit peace officers to possess and use chemical irritants on an off-duty basis as a result of on-duty training. Thus, officers who successfully complete the Department's chemical irritant course of instruction for on-duty purposes must attend a separate chemical irritant course and be licensed to use chemical irritants while off duty.

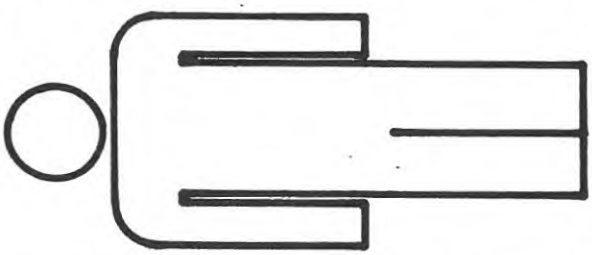
This duplicate training requirement is the result of an oversight by the state legislature. For the purpose of rectifying this situation, the Department has proposed legislation, which if approved, would eliminate the need for peace officers to attend two training courses, one for on-duty use and another for off-duty licensing and use. Until the Department's proposed legislation is approved, officers desiring to possess chemical irritants while off-duty *shall* complete a certified course of instruction and be licensed the same as a private citizen.

The DOJ has also disclosed that the law does not recognize a difference between a state-certified off-duty officer and a state-certified civilian relative to the use of chemical irritants. Both groups of individuals are restricted to using chemical irritants for the defense of themselves or others only. Use of chemical irritants for any other purpose is a felony (12403.7[8] PC). On-duty peace officers, however, are permitted to use chemical irritants in the scope of their duties.

For instance, an on-duty officer could legally use a chemical irritant to control a violent mental patient or drug-influenced suspect who is not making any attempt to attack another person, i.e., the suspect is violently attacking physical objects and presents an apprehension problem (potential violence indicated). A private person or off-duty officer is prevented by law from taking the same action as the on-duty officer. Until legislation modifies this situation, off-duty officers licensed to possess chemical irritants shall confine the use of chemical agents to the defense of themselves or others.

The goal of the pending legislation is to eliminate the differences that currently exist between on and off-duty officers in respect to the training and use of chemical irritants. Until this legislation is approved, officers *shall* conform to the training and use provisions described in this Supplemental Fact Sheet.

NONLETHAL CONTROL DEVICES INCIDENT REPORT

ge ____ of ____		<input type="checkbox"/> TASER SERIAL NO. _____		<input type="checkbox"/> CHEMICAL SPRAY SERIAL NO. _____		BRAND _____		SERIAL NO. _____	
SUSPECT'S NAME (LAST FIRST MI)						PCD		DR	
SEX	DESCENT	HEIGHT	WEIGHT	BIRTHDATE	BOOKING NO.	CONNECTING REPORTS			
SOURCE OF ORIGINAL ACTIVITY						<input type="checkbox"/> UNIFORMED <input type="checkbox"/> PLAINCLOTHES <input type="checkbox"/> OFF DUTY <input type="checkbox"/> OBS <input type="checkbox"/> RADIO CALL <input type="checkbox"/> CITZ CALL <input type="checkbox"/> OFCR CALL <input type="checkbox"/> SUPV CALL <input type="checkbox"/> STATION CALL			
PRECIPITATING INCIDENT (Check all that apply)									
<input type="checkbox"/> PCP		<input type="checkbox"/> OTHER DRUGS		<input type="checkbox"/> MENTAL		<input type="checkbox"/> DUI		<input type="checkbox"/> TRAFFIC VIOLATOR	
<input type="checkbox"/> 415		<input type="checkbox"/> FAMILY DISPUTE		<input type="checkbox"/> BATTERY		<input type="checkbox"/> T/A		<input type="checkbox"/> OTHER (PC SECTION OR TYPE):	
<input type="checkbox"/> 148		<input type="checkbox"/> BUSINESS DISPUTE		<input type="checkbox"/> ALCOHOL		<input type="checkbox"/> ADW			
SUSPECT'S ACTIONS (That caused officer to use nonlethal device)									
<input type="checkbox"/> CONTINUED IN 'ADDITIONAL' SECTION									
CHEMICAL SPRAY (Use pencil to shade areas sprayed)					TASER (Indicate where darts made contact with skin. If clothing was a factor, describe below under 'Additional'.)				
NON-FACIAL AREAS SPRAYED:					VIEW FROM:				
<input type="checkbox"/> NECK <input type="checkbox"/> CHEST					<input type="checkbox"/> FRONT				
<input type="checkbox"/> OTHER:					<input type="checkbox"/> BACK				
NO. OF TIMES SPRAYED:									
DISTANCE(S) FROM SUSP. FT. FT.									
HOW SOON DID OFCRS. ROACH AFTER SPRAYING?									
MINUTES									
HOW SOON WAS SUSP. TRANSPORTED AFTER SPRAYING?					NO. CASSETTES FIRED				
MINUTES					DISTANCE(S) FROM SUSP. FT. FT. FT.				
					HOW MANY MISSES?				
					HOW MANY MADE CONTACT WITH SKIN?				
EFFECTS (Check all that apply)									
WAS SUSP. INCAPACITATED? <input type="checkbox"/> YES <input type="checkbox"/> NO TIME REQUIRED TO INCAPACITATE SUSPECT: _____ SECONDS									
<input type="checkbox"/> NONE APPARANT <input type="checkbox"/> CHOKING <input type="checkbox"/> FELL TO GROUND <input type="checkbox"/> CONT. SOME RESISTANCE <input type="checkbox"/> STOPPED RESISTANCE <input type="checkbox"/> EYE CLOSURE <input type="checkbox"/> COUGHING <input type="checkbox"/> ATTACKED OFCR. <input type="checkbox"/> INCREASED RESISTANCE <input type="checkbox"/> OTHER: _____									
RESIDUAL EFFECTS ON OFFICERS: <input type="checkbox"/> NONE <input type="checkbox"/> CHEMICAL <input type="checkbox"/> ELECTRICAL SHOCK									
ADDITIONAL (Include additional force needed to subdue suspect, if any. List additional officers at scene.)									
Under the same circumstances, would you use the device again? <input type="checkbox"/> Yes <input type="checkbox"/> No									
OFFICER USING DEVICE					OFFICER USING DEVICE				
SERIAL NO. DIV/DETAIL					SERIAL NO. DIV/DETAIL				
1.					2.				
SUPERVISOR'S INVESTIGATION (Evaluate tactics, describe unusual conditions, etc.)									
					SUPERVISOR APPROVING SERIAL NO.				
					DATE AND TIME REPRODUCED DIV. CLERK				
<input type="checkbox"/> SEE CONTINUATION SHEET									

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

AUGUST 4, 1981

SUBJECT: SEARCH OF NEWS MEDIA FACILITIES

PURPOSE: In response to the United States Supreme Court decision upholding a police search of a newsroom, *Zurcher vs. Stanford Daily (1978) 98 S. Ct. 1970*, the State of California enacted legislation intended to prevent such searches. This policy governs Departmental searches for materials located on the premises of news media facilities in a manner consistent with the purposes of that law. This policy provides for the legitimate needs of law enforcement within limits established by the constitutional and statutory protections which guarantee freedom of the press.

POLICY:

When there is need to obtain evidence on the premises of news media organizations, the priorities governing the means by which evidence shall be sought by members of this Department are as follows:

1. The Department shall not seek material from the news media that may be obtained in any other manner.
2. The Department shall make every effort to obtain evidence by consent of the media through voluntary, cooperative means.
3. When the legal process becomes necessary, the Department shall proceed, when at all practicable, by means of a subpoena.
4. The Department shall search the premises of a news media facility only as a last resort and only then in a manner consistent with the provisions of this policy.

The Department shall not under any circumstances seek to obtain a warrant to search, conduct a warrantless search or participate in a search for any items described in Evidence Code Section 1070 (Immunity of newsmen from citation for contempt for refusal to disclose news sources). The Department shall not seek a warrant, conduct a warrantless search or participate in a search on the premises of a news media facility for any other items except where:

- A. Such other items constitute material evidence that a person or persons in the news organization have committed or are committing a felony unrelated to the news-gathering function.

NOTE: When the evidence sought is physical rather than documentary and there is good cause to believe it may be destroyed unless a search is conducted, the foregoing priorities Number 1 - 3 need not be exhausted.

- B. There is an imminent danger of death to a person or catastrophic injury to persons or property, and the obtaining of such other items would materially assist the Department in preventing the threatened act. Unsolicited communications which themselves are instrumentalities of a felony shall be subject to the provisions of this paragraph (B).

Nothing in this policy shall be construed to authorize or condone a warrantless search except as otherwise permitted by law.

PROCEDURE:

- I. **SEARCH OF NEWS MEDIA PREMISES - HOW TO CONDUCT.** In conducting a search of a news media facility the Department will not inspect or peruse any material or records except to the extent necessary to locate the items which are specified in a search warrant or for which the search was authorized under this policy. The Department will seize only those items referred to in the preceding sentence, and such other items -- as are discovered during a search conducted in conformance with the provisions of this policy -- for which a search could have been authorized under this policy had their existence and location been known at the time the search was authorized. The Department may not record information observed from materials not authorized to be seized under this policy.

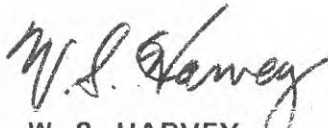
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- II. CHIEF OF POLICE APPROVAL TO SEARCH.** Because of the extreme gravity of a decision to search a news media facility, any such decision will be made only by the Chief of Police or the person designated to act in his place if he is out of the jurisdiction. The Chief of Police or person acting in his place shall attempt to notify the President of the Police Commission before implementing such decision. If the President of the Commission is unavailable before the decision must be implemented, an attempt will be made to notify the Vice President. If neither is available before the decision must be implemented, an attempt will be made to notify them promptly thereafter.
- III. REQUESTING APPROVAL TO SEARCH.** Approval to conduct a search of a news media facility shall be requested only in the following manner and with the approval of the concerned commanding officer:
- * Approval shall be requested through the concerned Bureau and Office, in writing and signed by the concerned commanding officer. Such requests shall be hand carried through the approval chain to the Chief of Police;
 - * When the Office of the Chief of Police is closed, emergency requests may be made through the Watch Commander, Detective Headquarters Division (DHD), with the approval of a staff officer from the concerned Bureau. The concerned Office shall be notified on the next working day. The DHD Watch Commander shall secure an approval or denial of the request from the Chief of Police, or Acting Chief of Police. The DHD Watch Commander shall then advise the requesting employee of the denial or approval.

AMENDMENTS: This Order adds Sections 1/420.95 and 4/742.50 to the Department Manual.

AUDIT RESPONSIBILITY: The Office of the Chief of Police shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.


W. S. HARVEY
ACTING CHIEF OF POLICE

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

AUGUST 12, 1981

SUBJECT: ADULT AND JUVENILE SHOW-UP PROCEDURE—REVISED

PURPOSE: To provide uniformity and improved control, the procedures and scheduling of show-ups have been revised. This Order incorporates these changes into the Manual.

PROCEDURE:

I. SCHEDULING AND LOCATION OF FORMAL SHOW-UPS FOR ADULT SUSPECTS.

A. Formal show-ups for adult suspects shall be conducted in:

- * The Auditorium, Room 100, Parker Center;
- * The Auditorium of the Los Angeles County Central Jail; or,
- * The designated facilities at Sybil Brand Institute.

B. An investigating officer who desires to have an arrestee shown in a formal show-up shall notify the Robbery Special Section, Robbery-Homicide Division, by telephone, 24 hours prior to the desired time of the show-up. The notification shall include:

- * The arrestee's name, booking number, charge, and physical description;
- * The location where the arrestee is being held;
- * The division conducting the investigation; and,
- * A statement regarding the willingness of the arrestee to stand in a show-up.

EXCEPTION: In unusual circumstances, the investigating officer may request an immediate show-up contacting Robbery Special Section, Robbery-Homicide Division.

II. SCHEDULING AND LOCATION OF FORMAL SHOW-UPS FOR JUVENILE SUSPECTS.

A. Formal show-ups for juvenile suspects shall be conducted at:

- * Central Juvenile Hall (Eastlake);
- * San Fernando Valley Juvenile Hall; or,
- * Los Padrinos Juvenile Hall.

B. An investigating officer desiring to schedule a juvenile show-up shall contact the liaison officer at the concerned juvenile facility. Liaison officers are available on court days between 0730 and 1600 hours.

III. TRANSPORTATION OF ADULT ARRESTEE FOR FORMAL SHOW-UP. If an adult arrestee in custody is to appear in a formal show-up, the concerned investigator shall transport the arrestee to the location of the scheduled show-up in accordance with the following procedure:

- * **Jail Division.** Two hours prior to the scheduled show-up;
- * **Los Angeles County Central Jail (Inmate Reception Center).** As directed by Robbery Special Section, Robbery-Homicide Division; and,

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- * **Sybil Brand Institute.** As directed by Robbery Special Section, Robbery-Homicide Division.

IV. ARRESTEE REFUSES TO PARTICIPATE IN SHOW-UP.

- A. The investigating officer shall advise an arrestee who refuses to participate in a pre or post arraignment show-up, or an attorney who advises the arrestee not to participate in a pre or post arraignment show-up that:
- * The show-up is for elimination or identification purposes only; and,
 - * The arrestee does not have a right to refuse to participate in any phase of the show-up; and,
 - * The refusal of an arrestee to participate in a show-up may be introduced in a court of law.
- B. The investigating officer shall ensure that:
- * Circumstances of a refusal are documented on the Line-up Refusal, Form 12.02;
 - * Circumstances of the refusal are documented on the Follow-up Investigation, Form 3.14; and,
 - * The arrestee has signed the Line-up Refusal, Form 12.02, if possible.

NOTE: Force shall not be used to compel an arrestee to participate in a show-up. If an arrestee refuses to participate, the investigating officer shall follow the procedure for identifying the arrestee through the use of photographs (4/738.05).

V. OFFICER'S DUTIES PRIOR TO POST ARRAIGNMENT SHOW-UPS.

An officer who intends to show an arrestee in a show-up following arraignment on *any* current criminal charge shall inform the arrestee that:

- * He has the right to have an attorney present during the show-up; and,
- * If he so desires and cannot afford one, an attorney will be appointed for him without charge.

After the admonition has been given, the officer shall:

- * Determine whether the arrestee understands his right to an attorney; and,
- * Determine whether the arrestee wishes to have an attorney present during the show-up.

NOTE: If the arrestee desires an attorney, the investigating officer shall include the attorney's name on the Follow-up Investigation, Form 3.14, (4/735.30).

VI. OFFICER'S DUTIES AT SHOW-UPS RELATING TO ATTORNEY REPRESENTATION.

- A. **Arrestee Waiver of Attorney.** When an arrestee waives the right to have an attorney present at a show-up, the concerned investigating officer shall cause the arrestee to read a waiver form, provided by Robbery-Homicide Division, and, if appropriate, to sign the waiver. The investigating officer shall retain the following in the Case Investigation Envelope, Form 15.15, when appropriate.
- * Statements indicating the arrestee's understanding of his right to have an attorney present at the show-up;

- * Statements indicating the arrestee's waiver of his right to the presence of an attorney during the show-up; and,
- * The waiver form, signed by the arrestee.

NOTE: If an arrestee waives his right to the presence of an attorney but refuses to sign the waiver form, a statement indicating the arrestee's refusal to sign shall be documented on the waiver form *and* on a Follow-up Investigation, Form 3.14.

B. Arrestee Requests Attorney. When an arrestee has retained an attorney or has one appointed for him regarding any filed criminal charge, the investigating officer shall:

- * Notify both the prosecuting and defense attorneys as to the date, time and location of the show-up *immediately* after the show-up is scheduled by Robbery Special Section, Robbery-Homicide Division; and,
- * Include the name of the attorney, the date, and the time of the notification on the Follow-up Investigation, Form 3.14.

C. Defense Attorney Notified But Fails To Attend. When an attorney has been notified that an arrestee requested his presence at a show-up, and the attorney fails to appear, the investigating officer shall delay the show-up and attempt to contact the attorney representing the arrestee.

NOTE: If unable to contact the attorney, be guided by the advice of the prosecuting attorney.

D. Attorney Present At Show-up. Upon request by an attorney representing an arrestee in a show-up, the investigating officer shall ensure that the attorney is;

- * Given an opportunity to confer with his client before the show-up;
- * Allowed to observe the entire line-up prior to the show-up.
- * Allowed to attend the show-up session in the capacity of an observer only; and,
- * Allowed to attend the identification process which follows the show-up, in the capacity of an observer only.

NOTE: The investigating officer shall make a note on the Follow-up Investigation, Form 3.14, of any objection made by the arrestee's attorney. A copy of the Follow-up Investigation, Form 3.14, shall be retained in the respective case folder.

VII. ARRESTEE POSSIBLY INVOLVED IN CRIMES IN OTHER JURISDICTIONS. The investigating officer shall send a teletype notification (4/170.04) to all detective division commanding officers and concerned outside investigating agencies when an arrestee appearing in a formal show-up is believed to be involved in crimes committed in the concerned jurisdiction.

AMENDMENTS:

This Order amends Sections 4/735.05, 4/735.20, 4/735.25, 4/735.30, 4/735.35, 4/735.40, 4/735.45, 4/735.70, 4/735.80, adds Section 4/735.10 and deletes Section 4/735.50 of The Department Manual.

AUDIT RESPONSIBILITY:

Robbery-Homicide Division shall monitor compliance with adult show-up provisions contained in this directive in accordance with the provisions of Department Manual Section 0/080.30.

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SPECIAL ORDER NO: 21

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Juvenile Division shall monitor compliance with juvenile show-up provisions contained in this directive in accordance with the provisions of Department Manual Section 0/080.30.


W. S. HARVEY, Assistant Chief
Acting Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

AUGUST 18, 1981

SUBJECT: EXTORTION INVESTIGATIONS—PROCEDURES AND NOTIFICATION REQUIRED

PURPOSE: The recent prevalence of extortion-related crimes requires clarification of responsibilities for investigation and required notifications. Because of the imminent danger to the public, the sensitivity of the crime, and the expertise required in conducting extortion investigations, *immediate* notification to the proper detective division is essential.

PROCEDURE:

I. EXTORTION INVESTIGATION RESPONSIBILITIES.

- A. **Robbery-Homicide Division.** Robbery-Homicide Division shall be responsible for the investigation of extortion or threats of extortion when:
- * The extortion does *not* involve:
 - * A juvenile as the suspect or victim and the suspect threatens to do unlawful injury to the person or property of another; or,
 - * An explosive device; or,
 - * Any type of nuclear material; *OR*,
 - * The extortion, by any means *including explosives*, involves an adult or juvenile victim or suspect and the extortion is directed against a bank, bank employee, bank messenger, federally insured credit union, savings and loan institution, or armored car.
- B. **Criminal Conspiracy Section, Detective Support Division.** Criminal Conspiracy Section, Detective Support Division, shall be responsible for the investigation of other crimes of extortion or threats of extortion not investigated by Robbery-Homicide Division, involving adult and juvenile victims or suspects when the extortion elements involve any real or implied reference to:
- * An explosive device; *or*,
 - * Any type of nuclear material.
- C. **Geographic Area Detectives.** With the exception of juvenile-involved extortions handled by Robbery-Homicide Division and Criminal Conspiracy Section, Detective Support Division, geographic Area detectives shall be responsible for conducting the investigation when an extortion or threat of extortion involves a juvenile suspect or victim.
- NOTE:* Acceptance of investigative responsibility for juvenile-related extortions from Geographic Area detectives shall be upon the direction of the Commanding Officer, Detective Services Group, Operations-Headquarters Bureau.
- D. **Bunco Section, Bunco-Forgery Division.** Bunco Section, Bunco-Forgery Division, shall be responsible for investigations of extortions or threats of extortion involving adult or juvenile suspects or victims when:
- * Non-violent threats (519 P.C., subsections 2, 3, and 4) are involved; *and*,
 - * A prolonged investigation is required; *and*,
 - * The investigative manpower required exceeds geographic detective division resources.

NOTE: Acceptance of investigative responsibility for non-violent extortions by Bunco-Forgery Division shall be upon the direction of the Commanding Officer, Detective Services Group, Operations-Headquarters Bureau.

II. RESPONSIBILITIES OF INITIAL RESPONDING UNIT—EXTORTION INVESTIGATIONS.

- A. When answering a call involving an extortion or threat of extortion, the initial responding

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unit shall *telephonically* notify the concerned investigating division without delay.

- B. Notifications shall be made *telephonically* to Firearms and Explosives Section, Scientific Investigation Division, when an explosive device is present (4/212.50).

III. COMPLETION OF REPORTS—EXTORTION INVESTIGATIONS. Officers responsible for the completion of the Preliminary Investigation Report, Form 3.01, for extortion shall, in addition to completing the Form 3.01, enter the responsible investigative unit on the left hand margin in the space marked "extra copies."

IV. DISTRIBUTION - Preliminary Investigation Reports relating to crimes of extortion or threats of extortion shall be distributed in the following manner;

- A. Extortions investigated by Robbery-Homicide Division:

Index Cards	Reports	
	1	Original, Records and Identification Division
	1	Coding Unit, Automated Information Division
1	6	Robbery-Homicide Division
	2	Detective unit, Area of occurrence
	2	Analytical unit, Area of occurrence
—	1	Record unit, Area of occurrence
1	13	TOTAL

- B. Extortions investigated by Criminal Conspiracy Section, Detective Support Division:

Index Cards	Reports	
	1	Original, Records and Identification Division
	1	Coding Unit, Automated Information Division
1	3	Criminal Conspiracy Section, Detective Support Division
	2	Detective unit, Area of occurrence
	2	Analytical unit, Area of occurrence
—	1	Record unit, Area of occurrence
1	10	TOTAL

- C. Extortions investigated by Area juvenile detectives:

Index Cards	Reports	
	1	Original, Records and Identification Division
	1	Coding Unit, Automated Information Division
1	3	Area juvenile detectives
	2	Analytical unit, Area of occurrence
—	1	Record unit, Area of occurrence
1	8	TOTAL

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D. Extortions investigated by Bunco Section, Bunco-Forgery Division:

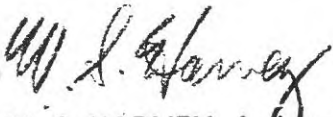
Index Cards	Reports	
	1	Original, Records and Identification Division
	1	Coding unit, Automated Information Division
1	3	Bunco Section, Bunco-Forgery Division
	2	Detective unit, Area of occurrence
	2	Analytical unit, Area of occurrence
—	1	Record unit, Area of occurrence
1	10	TOTAL

AMENDMENTS:

Amendments to The Department Manual will follow at a later date.

AUDIT RESPONSIBILITY:

Detective Services Group, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Manual Section 0/080.30.


W. S. HARVEY, Assistant Chief
Acting Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

AUGUST 21, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

I. PROBATIONARY CIVILIAN EVALUATION REPORTS—REVISED. Currently, probationary civilian employees are rated on the Performance Evaluation Report, Form 1.78.0, a form primarily designed for the rating of sworn personnel. Since that form does not provide an effective instrument for evaluation of civilians, its use for rating probationary civilian employees is discontinued. This Order activates the Probationary Civilian Evaluation Report, Form 1.78.3.

A. **Probationary Civilian Evaluation Report-Activated.** The Probationary Civilian Evaluation Report, Form 1.78.3, is activated

B. **Use of Form.** A Probationary Civilian Evaluation Report, Form 1.78.3, shall be used to evaluate entry-level civilian employees and newly promoted civilian employees during the probationary period of their new rank. The Evaluation Report, Form 1.78.3, shall be completed during each month of the probationary period.

C. **Distribution.** Following review by the probationary employee's commanding officer, distribution of the completed Probationary Civilian Evaluation Report shall be:

- 1 - Original, Personnel Division
- 1 - Rated employee
- 1 - Rated employee's divisional employee folder

3 TOTAL, plus

- 1 - Employee Opportunity and Development Division, when an entry-level probationary employee is rated unsatisfactory in overall performance

D. **Form Availability.** The Probationary Civilian Evaluation Report, Form 1.78.3, is available at Supply Division, and shall be ordered and placed into use. (Stock No. 38P 0359475, pads of 50).

This Order amends Sections 3/760.40 and 5/1.78 of The Department Manual.

AUDIT RESPONSIBILITY: Personnel Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

II. JUVENILE TRAFFIC BOOKING PROCEDURES. Currently, when a juvenile is booked on a misdemeanor traffic violation, a citation must be completed, but is not signed by the juvenile. For the court to issue a warrant, this "no signature" procedure must be amended. Effective immediately, when a juvenile is booked for a misdemeanor traffic violation, the arresting officer, in addition to completing an Arrest Report, Form 5.2, shall:

- * Have the juvenile sign the citation if he is to be released.
- * Print "Driver Detained" in the violator's signature space if he is to be detained.

This Order amends Section 4/346.40 of The Department Manual.

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III. AUTOMATED INFORMATION DIVISION'S FUNCTIONS--REVISED. To include recent revisions of the functions of Automated Information Division, this Order delineates responsibilities for Automated Information Division not previously mandated in The Department Manual.

Automated Information Division shall be responsible for the following additional functions:

- * Auditing Department reports for errors and ensuring compliance with the Department's reporting policy and the California Department of Justice Uniform Reporting Procedures;
- * Evaluating the performance of all vendors and contractors involved with systems falling under the purview of Automated Information Division;
- * Representing the Department at all committee meetings that have an impact on the Department's automated systems;
- * Responding to requests for ad hoc statistical reports from the Department's automated systems; and,
- * Maintaining supervision of automated information systems organized under the Los Angeles Police Information Network (LAPIN).

This Order amends Section 2/420.10 of The Department Manual.

IV. COMPLETION OF CONSOLIDATED BOOKING FORM, FORM 5.1, AND COMPLETION OF THE DISPOSITION OF ARREST AND COURT ACTION FORM, FORM 5.9--REVISED.

The California State Department of Justice mandates specific requirements for the recording of arrest information. These requirements must be met to ensure accurate reporting of crime statistics. This Order establishes guidelines for officers completing the Consolidated Booking Form, Form 5.1, and the Disposition of Arrest and Court Action, Form 5.9.

- A. **Booking Charge.** The officer booking an arrestee, including warrant and supplemental bookings, shall ensure that the correct charge (section, code, and definition) is entered in the appropriate space of the Consolidated Booking Form, Form 5.1.
- B. **Suspect Released to LAPD, not Subsequently Booked.** When an arrestee booked by another agency is released to LAPD custody and the arrestee is not subsequently booked by this Department, the concerned investigating officer shall:

- * Complete the left portion of Section A of the Form 5.9;
- * Insert the original arresting agency's booking number and the CII, FBI, and LA number, if available, in the appropriate spaces; and,
- * Insert "BOOKED BY (AGENCY-AGENCY TYPE) - RELEASED TO, NOT BOOKED, LAPD" in the remarks section.

The investigating officer shall forward the Form 5.9 to the Records Services Section, Records and Identification Division.

This Order amends Sections 4/725.50 and 4/610.05 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.

V. EMPLOYEE OPPORTUNITY AND DEVELOPMENT DIVISION--REVISED ORGANIZATION. The organizational structure of the Employee Opportunity and Development

Division (EODD) has been revised. Employee Opportunity and Development Division is now composed of:

- * The Office of the Commanding Officer;
- * Recruitment Section; and,
- * Administrative Section.

This Order amends Section 2/525.01 of The Department Manual.

VI. CHAIRMAN, USE OF FORCE REVIEW BOARD—AMENDED DUTIES. Special Order No. 43, dated December 26, 1979, delineated the special duties of the Chairman, Use of Force Review Board. The discretionary authority of the Use of Force Review Board Chairman is expanded in accordance with this directive.

The Chairman, Use of Force Review Board, may, at his discretion, choose not to convene the Board in the following instances:

- * Discharge of firearm incidents involving only the destruction of animals;
- * Accidental discharge of firearm incidents not resulting in injuries; *and*,
 - * Occurring in the presence of Department employees only; *and*,
 - * Not involving law enforcement action.
- * In-custody deaths where the cause of death is due to natural causes and there is no use of force or procedural violation by a Department employee.

Those instances which *require* the Chairman, Use of Force Review Board, to convene the Board remain unchanged.

This Order amends Section 2/092.50 of The Department Manual.

AUDIT RESPONSIBILITY: Personnel and Training Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

VII. TREES AND SHRUBS OBSTRUCTING A MOTORIST'S VIEW. This Order informs employees of a revised procedure for reporting trees and shrubs obstructing a motorist's view of an intersection or traffic control device. Effective immediately, the reporting employee shall telephonically notify the Bureau of Street Maintenance (BSM) of the obstruction. This, along with the name of the person notified, shall be recorded on the employee's Daily Field Activities Report. The present phone numbers for the BSM are:

- * Normal hours (0630 - 1700) - - - - 485-5661.
- * Other hours (1700 - 0630) - - - - 485-5591.

The completion of an Employee's Report, Form 15.7, is no longer required.

This Order amends Section 4/208.50 of The Department Manual.

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VIII. **MARK II GAS CHROMATOGRAPH INTOXIMETER CHECKLIST, FORM 5.20—DISTRIBUTION AMENDED.** To ensure that a Department record is kept of each use of the Mark II Gas Chromatograph Intoximeter, the distribution of the Form 5.20 is amended to add one copy to Records and Identification Division, attached to the related arrest report.

This Order amends Section 5/5.20 of The Department Manual.

AUDIT RESPONSIBILITY: Records and Identification Division shall monitor compliance with this directive in accordance with provisions of Department Manual Section 0/080.30.



W. S. HARVEY, Assistant Chief
ACTING CHIEF OF POLICE

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

AUGUST 27, 1981

SUBJECT: IMPLEMENTATION OF SELF-GENERATED VEHICLE IMPOUND DR NUMBERS

PURPOSE: Research has indicated that many types of vehicle impounds require immediate entry into the Stolen Vehicle System (SVS) since such vehicles are often claimed by their owners at an Official Police Garage (OPG) within a short period of time.

This Order implements procedures which will provide for the use of self-generated Impound DR numbers in selected instances, thereby enhancing the availability of Vehicle Information Processing Unit (VIPU) personnel to answer requests for those Vehicle DR numbers which must be entered immediately.

I. IMPOUNDS REQUIRING SELF-GENERATED DR NUMBERS. Employees impounding vehicles under the following conditions shall use self-generated DR numbers:

- * Traffic hazards on a bridge, viaduct or causeway, or in a tube or tunnel;
- * Vehicles obstructing traffic or in such a condition as to create a hazard;
- * Vehicles blocking private drives;
- * Vehicles blocking fire hydrants;
- * Vehicles registered in a foreign jurisdiction found upon a highway, known to have been issued five or more parking citations over a period of five or more days, (22651 (i)).
- * Vehicles parked illegally without plates or registration;
- * Vehicles parked in violation of signs posted for cleaning, repair, etc.;
- * Vehicles parked or left standing in a tow-away zone;
- * Vehicles parked in violation of 80.72.3 LAMC (72-hour parking ordinance);
- * Abandoned vehicles;
- * Vehicles impounded as a result of a traffic accident when the vehicle has no evidentiary value; and,
- * Vehicles impounded as the result of an arrested driver when the vehicle has no evidentiary value.

II. EMPLOYEE RESPONSIBILITIES.

- A. Employees impounding vehicles under conditions which require use of self-generated Impound DR numbers shall comply with all appropriate Department Manual Sections relating to vehicle impounds, such as vehicle status determination prior to requesting tow service, owner notifications, vehicle impound hearing notification requirements, and completion of citations for the appropriate violation. Impounding employees, however, *shall not* contact the Vehicle Information Processing Unit for the purpose of obtaining a DR number. Impounding employees shall enter a self-generated Impound DR number in the left hand margin of the Vehicle Investigation, Form 3.7, immediately.

The self-generated Impound DR number consists of the Area numerical designation followed by the date and time of the impound. For example, a vehicle impounded on Christmas Day in 1980 at noon in Southwest Area, will bear the self-generated Impound DR number (3) 12-25-80 1200.

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The Vehicle Investigation, Form 3.7, shall be completed and approved without delay, then deposited with the Area/division Parking and Intersection Control Unit during day watch hours. During other than day watch hours, the approved Form 3.7 shall be placed in a receptacle maintained in the watch commander's office, marked "self-generated DR numbers".

When an employee impounds a vehicle pursuant to Section I of this Order AND completes a related report (e.g., Traffic Accident Report, Property Report, Preliminary Investigation Report, etc.) AND obtains a DR number for the related report, the employee shall include the related report DR number on the concerned Vehicle Investigation, Form 3.7 in the space entitled "CONNECTED REPORTS-TYPE & DR". A related DR number shall subsequently be used as the *permanent vehicle Impound DR number* if the impounded vehicle has not been released from the OPG by the day following the impound. In the aforementioned instances, the Vehicle Investigation, Form 3.7 shall be processed identically to those Form 3.7's bearing self-generated Impound DR numbers.

NOTE: In geographic Areas without Parking and Intersection Control Units, *all* Vehicle Investigations, Form 3.7, bearing self-generated Impound DR numbers shall be placed in a "self-generated DR numbers" receptacle maintained in the watch commander's office, regardless of the watch.

B. The Area/division civilian Traffic Officer Supervisor or his designee shall:

- * Ensure that all applicable vehicle information is entered on the Vehicle Impound Control Log, Form 12.39, including the self-generated Impound DR number in the upper half of the space marked "DR number";
- * Ensure that the Vehicle Coordinator in the Area of impoundment is provided with a photocopy of all related reports without delay;
- * *As soon as possible on the day following the impound*, ascertain which of the vehicles named on Vehicle Investigations, Form 3.7, with self-generated vehicle Impound DR numbers, have not been released from the OPG. A permanent vehicle Impound DR number shall be obtained from VIPU for those vehicles still at the OPG. The permanent Impound DR number shall be obtained prior to 1000 hours or after 1600 hours on the day following the impound. If a DR number from a related report is to be assigned to a Vehicle Investigation, Form 3.7, VIPU shall be apprised of all pertinent information regarding the impound;
- * Ensure that the "self-generated DR numbers" receptacle in the watch commander's office is checked daily and all Vehicle Investigations contained therein are processed in accordance with the provisions of this Order;
- * Ensure that those Vehicle Investigations formerly assigned self-generated Impound DR numbers which are re-assigned *permanent* Impound DR numbers, are forwarded to the concerned Area Vehicle Control Clerk for regular distribution without delay. Vehicle Investigations without permanent Impound DR numbers shall be filed at the concerned Parking and Intersection Control Unit for a one-year period.

NOTE: The permanent Impound DR numbers issued by VIPU shall be entered on the Vehicle Impound Control Log beneath the corresponding self-generated Impound DR number. The Area Vehicle Coordinator shall also be apprised of all DR number changes as soon as possible.

C. The concerned geographic bureau traffic division shall:

- * Provide for all appropriate processing of Vehicle Investigations, Form 3.7, bearing self-generated Impound DR numbers completed by sworn personnel in Areas not having Parking and Intersection Control Units housed within their facility. Such processing shall include a system of pick-up and delivery of all concerned Vehicle

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Investigations on a daily basis in addition to duties outlined in Section II of this Order;

- * Arrange for the deployment of civilian Traffic Officers, as necessary, to provide weekend service pursuant to the provisions of this Order in Areas serviced by the concerned bureau traffic division.

NOTE: Concerned Area commanding officers and bureau traffic division commanding officers shall develop procedures to ensure that the most efficient means of providing weekend service is adopted.

- D. Employees receiving citizen inquiries regarding missing vehicles shall query the Stolen Vehicle System and, if the vehicle information is not in that system, telephonically determine if the vehicle is at the OPG serving the Area where the vehicle was parked. If the vehicle cannot be located and the circumstances so warrant, an appropriate Vehicle Investigation, Form 3.7, shall be completed (4/220.45).

AMENDMENTS:

This Order adds Sections 4/224.15, 4/224.16, 4/224.17, 4/224.18, 4/224.19, 4/224.20, and amends Sections 4/203.40, 4/220.40, 4/220.45, 4/222.20, 5/040.56, and 5/3.7 of The Department Manual.

AUDIT RESPONSIBILITY:

Each geographic operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



W. S. HARVEY, Assistant Chief
ACTING CHIEF OF POLICE

DISTRIBUTION "A"

PRE-IMPOUNDMENT HEARING REPORT

I, _____, A VEHICLE HEARING OFFICER FOR
_____ AREA/DIVISION, HAVE ON THIS DATE HEARD
THE MATTER OF THE CITY'S AUTHORITY TO IMPOUND THE FOLLOWING VEHICLE:

YEAR _____ MAKE _____ LICENSE NUMBER _____

AFTER HAVING HEARD THE EVIDENCE, I CONCLUDE THAT:

☐ THIS VEHICLE SHOULD BE IMPOUNDED IMMEDIATELY PURSUANT TO (LAMC/VC)
SECTION _____ BECAUSE _____

☐ IMPOUNDMENT OF THIS VEHICLE WILL BE POSTPONED UNTIL _____

DATE _____

SIGNATURE _____

SERIAL _____

RANK _____

VEHICLE IMPOUND HEARINGS

[illegible]

3

ATTACHMENT 30

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

AUGUST 28, 1981

SUBJECT: VEHICLE IMPOUND HEARINGS

PURPOSE: Recently enacted legislation and case law allow an impounded vehicle's registered and legal owners of record, or their agents, to request pre-impoundment, or post-storage hearings to determine the validity of an impound. This Order establishes procedures and activates forms necessary to comply with the provisions of this legislation and case law.

PROCEDURE:

POST-STORAGE IMPOUND HEARINGS

- I. GENERAL INFORMATION-POST-STORAGE VEHICLE IMPOUND HEARINGS.** A post-storage hearing shall determine if probable cause existed to impound a vehicle and ascertain who shall pay related Official Police Garage (OPG) storage/towing fees. A hearing may be requested by the registered *or* legal owner of an impounded vehicle or their agent. With the exception of the impounding employee, any member of this Department appointed as a Vehicle Hearing Officer by his commanding officer may hold a post-storage vehicle impound hearing. The post-storage hearing shall be conducted informally and shall not be bound by the technical rules of evidence.
- II. TIME LIMIT.** Unless mutual arrangements are made to the contrary, all post-storage vehicle impound hearings shall be held within 48 hours of receipt of a written, telephonic, or personal request by the registered or legal owner of an impounded vehicle or their agent. The outcome of the post-storage hearing shall not affect any related traffic citation or other criminal proceedings which may be brought against the owner or claimant of the impounded vehicle. The Department and/or the citizen *may* present witnesses and evidence at a post-storage vehicle impound hearing.
- III. DUTIES AND RESPONSIBILITIES.**
 - A. Area/division Commanding Officer.** The Area/division commanding officer shall appoint a sufficient number of *supervisory* officers under his command as Vehicle Hearing Officers to ensure availability to meet citizen requests.

The detective assigned as the Area/division Vehicle Coordinator shall, in addition to his duties, be responsible for scheduling all vehicle impound hearings, assigning Vehicle Hearing Officers to conduct hearings, and ensuring that citizens requesting post-storage hearings are notified of the date, time, and location of the hearing within 48 hours of the request.
 - B. Impounding Employees-Responsibilities.** Any employee impounding a vehicle shall cause notification to be made to the registered and legal owners of record within 48 hours of the impound, by completing a Vehicle Impound Notice, Form 15.23, a Vehicle Owner's Right to a Hearing (temporary form), and business envelopes addressed to the registered and legal owners of the impounded vehicle. The forms and addressed envelopes shall be attached to the Vehicle Investigation Report, Form 3.7, and submitted to the appropriate supervisor. When appropriate, the impounding employee shall indicate, in the upper left hand corner of the 3.7, that the Vehicle Owner's Right to a Hearing form was sent.

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EXCEPTION: The new notification procedures do not apply to vehicles impounded for investigation by authority of Section 22655 V.C. (hit and run vehicle impounded for investigation), vehicles removed from private property by authority of 22658 V.C., or vehicles seized for forfeiture (4/222.70). Procedures for impounding vehicles by authority of the above sections remain unchanged.

C. Area Vehicle Control Clerk-Responsibilities. The Area Vehicle Control Clerk shall be responsible for the following duties concerning vehicle impound hearings:

- * Immediately mailing, or causing to be mailed, the Vehicle Impound Notice and a Vehicle Owner's Right to a Hearing, to the legal *and* registered owners of the impounded vehicle when the Vehicle Investigation Report, Form 3.7, indicates the forms have not been sent by the impounding employee;
- * Ensuring that a photocopy of each applicable report is forwarded to the Area/division Vehicle Coordinator except for those vehicles impounded by Area/division Parking and Intersection Control personnel;
- * Obtaining complete owner information and making appropriate notifications as outlined in Department Manual Section 4/222.50 when all owner information was unavailable at the time of the impound;
- * Entering the final date of eligibility for a post-storage hearing below the DR number on the Vehicle Impound Control Log, Form 12.39 (10 days following the date of impound, excluding weekends and holidays); and,
- * Upon notification by the Area/division civilian Traffic Officer Supervisor, entering the permanent Vehicle Information Processing Unit-issued DR number beneath the corresponding self-generated DR number on the Vehicle Impound Control Log, Form 12.39.

D. Citizen Requesting Impound. A registered or legal owner of an impounded vehicle, or their agent, must request a post-storage hearing within 10 days of the date appearing on the Vehicles Owner's Right to Hearing Form or lose the right to a hearing. Requests may be made in person, in writing, or by telephone.

E. Department Employee Receiving Request-Responsibilities. A Department employee receiving a written or telephonic request for a post-storage hearing shall:

- * Check the Vehicle Impound Control Log, Form 12.39, to ensure that the request is within the ten-day eligibility period.
- * Complete the "Vehicle Owner" portion of a Vehicle Impound Fact Sheet, Form 15.89.1. In cases of written requests submitted on a Request for Vehicle Impound Hearing, Form 15.89, complete the "Vehicle Owner" portion of a Form 15.89.1 and attach it to the Form 15.89 completed by the requesting citizen. The form(s) shall be forwarded to the Area/division Vehicle Coordinator.
- * Department employees receiving an *in-person* request for a post-storage hearing shall ensure that the requester completes a Request for Vehicle Impound Hearing, Form 15.89. The employee shall complete the "Vehicle Owner" and "Garage" portions of the Vehicle Impound Fact Sheet, Form 15.89.1, and notify the Area/division Vehicle Coordinator or, if unavailable, the uniformed watch commander of the request. The Vehicle Coordinator shall schedule a hearing and inform the requester of the date, time, and place of the hearing by issuing him/her a completed Notice of Vehicle Impound Hearing, Form 15.89.2. When the uniformed watch commander schedules the hearing, he shall issue the requester a completed Notice of Vehicle Impound Hearing and forward the related Vehicle Impound Fact Sheet, including the date and time of the hearing, to the Area/division Vehicle Coordinator without delay.

- F. **Area Vehicle Coordinator-Responsibilities.** The Area/division Vehicle Coordinator, upon notification that the registered or legal owner of an impounded vehicle or their agent has requested a post-storage hearing, shall ensure that the Vehicle Impound Fact Sheet is completed in its entirety and ensure that an Area/division Vehicle Hearing Officer is assigned to conduct a hearing within 48 hours of the request, excluding weekends and legal holidays. The 48-hours time limit may be extended by mutual consent of the requesting citizen and the Department.

The Area/division civilian Traffic Officer Supervisor shall be assigned to conduct post-storage impound hearings for vehicles impounded by Parking and Intersection Control personnel, whenever practicable.

NOTE: If a vehicle was impounded by a Department entity other than a geographic Area and the registered or legal owner or their agent requests a post-storage hearing, the Area Vehicle Coordinator shall consult with the impounding entity to gain insight into the circumstances surrounding the impound. *An impounding entity other than a geographic Area may conduct a post-storage impound hearing by mutual agreement between the concerned commanding officers.* The Vehicle Coordinator shall notify the citizen requester of the date, time and place of the post-storage hearing in one of the following manners:

- * Personally informing the requester; or,
- * Telephonically notifying the requester and documenting the date and time of the notification on the Notice of Vehicle Impound Hearing, Form 15.89.2; or,
- * Immediately mailing a completed Notice of Impound Hearing, Form 15.89.2, to the requesting citizen when telephonic notification cannot be made.

Additionally, when informed of a finding of *no* probable cause resulting from an impound hearing, the Vehicle Coordinator shall notify the concerned impounding employee's watch commander. The watch commander shall, if appropriate, initiate corrective action.

- G. **Vehicle Hearing Officer-Hearing Responsibilities.** The Vehicle Hearing Officer shall determine if probable cause existed to impound the vehicle in question. If probable cause did not exist, and the owner or his agent has already paid for release of the vehicle, the Vehicle Hearing Officer shall:

- * Inform the citizen of the findings and advise that reimbursement will be mailed by Fiscal Operations Division in approximately four weeks; and,
- * Complete the applicable portions of the Certificate of No Probable Cause, Form 15.89.3, indicating reimbursement of payment and forward it to the Commanding Officer, Fiscal Operations Division, along with a photocopy of the Official Police Garage receipt.

When it is determined that probable cause did not exist to impound the vehicle and the fees *have not* been paid, the Vehicle Hearing Officer shall:

- * Complete a Certificate of No Probable Cause, Form 15.89.3, indicating release of the vehicle, and issue it to the citizen;
- * Instruct the citizen to take the form to the Official Police Garage and obtain a release of the vehicle; and,

NOTE: Citizens have 24 hours in which to secure release of their vehicle without additional charges. This notification shall be documented on the Vehicle Impound Fact Sheet.

- * Document the results of the hearing on the Vehicle Impound Hearing Log. The log shall be maintained in a bound Investigator's Log Book, Form 12.10, using the format on attachment Number 9 of this Order. Log books shall be stored in a location where they are available to all watches.

When it is determined that probable cause existed to impound the vehicle, the Vehicle Hearing Officer shall:

- * Inform the citizen of the determination and explain the reason for the impound;
- * Complete and issue a Certificate of Determination of Probable Cause, Form 15.89.4, and inform the citizen that he will have to pay all fees in order to obtain the release of the vehicle; and,
- * Document the results of the hearing on the Vehicle Impound Hearing Log.

H. **Area/division Civilian Traffic Officer Supervisor-Responsibilities.** In addition to regularly assigned duties, the Area/division civilian Traffic Officer Supervisor shall:

- * Conduct post-storage impound hearings for vehicles impounded by Parking and Intersection Control personnel except when the requesting citizen demands an immediate hearing during P. M. or A. M. watch.
- * Provide the Area/division Vehicle Coordinator with a photocopy of each applicable report relating to the impound.
- * Ensure that the concerned Area of impound Vehicle Control Clerk and Vehicle Coordinator are apprised of DR numbers obtained from the Vehicle Information Processing Unit for vehicles which are listed in the Vehicle Impound Control Log under self-generated impound DR numbers.

VEHICLE PRE-IMPOUNDMENT HEARINGS

IV. **PRE-IMPOUNDMENT HEARING—INFORMATION AND PROCEDURE.** The legal and registered owners of vehicles subject to impoundment under 80.77 (a) LAMC (72-hour parking restriction) or Section 22702 (a) VC (abandoned vehicle) have the right to a hearing in order to explain the circumstances of the violation. The pre-impoundment hearing shall be conducted informally and shall ascertain if *immediate* removal of the vehicle is necessary. Whenever possible, the owner of the vehicle should be afforded a reasonable opportunity to move the vehicle prior to its impoundment by this Department.

Employees taking enforcement action pursuant to 80.77 (a) LAMC or 22702 (A) VC shall cite the vehicle for the appropriate violation AND place a Notice of Pre-impoundment Hearing Rights, in a conspicuous place on the vehicle. The citing employee shall ensure that all pertinent information is entered in the Pre-impoundment Hearing Log. This log shall be maintained in a bound Investigator's Log Book, Form 12.10, using the format on attachment Number 10 of this Order. Log books shall be stored in a location where they are available to all watches.

Pre-impoundment hearing rights are automatically waived after 24 hours from the date and time on the Notice of Pre-impoundment Hearing Rights. The citing employee, after ascertaining that the pre-impoundment hearing was waived, may proceed with the impound procedures in the normal manner. The Pre-impoundment Hearing Log shall be checked in order to ascertain if 24 hours have elapsed since the concerned vehicle was cited and pre-impoundment hearing rights provided or if a hold is indicated.

A vehicle owner requesting a pre-impoundment hearing shall be afforded a prompt hearing by any Vehicle Hearing Officer, provided that the request was made within the 24-hour eligibility period. The Vehicle Hearing Officer shall document the results of the hearing

on a Pre-impoundment Hearing Report, Form 15.89.6, and provide the vehicle owner with a copy of same. If the impoundment of the vehicle is to be postponed, the Vehicle Hearing Officer shall complete the "Hold" portion of the Pre-impoundment Hearing Log. The Vehicle Hearing Officer shall enter the date by which the vehicle owner agrees to remove his vehicle in this space. If no extension of time is granted, the Vehicle Hearing Officer shall complete the "OK To Impound" portion of the Pre-impoundment Hearing Log.

V. ACTIVATION OF FORMS. The following forms are activated in conjunction with the adoption of procedures to institute vehicle impound hearings.

- * Vehicle Owner's Right to a Hearing, temporary form.
- * Request for Vehicle Impound Hearing, Form 15.89.
- * Vehicle Impound Fact Sheet, Form 15.89.1.
- * Notice of Vehicle Impound Hearing, Form 15.89.2.
- * Certificate of No Probable Cause, Form 15.89.3.
- * Certificate of Determination of Probable Cause, Form 15.89.4.
- * Vehicle Owner's Right to a Hearing, Sign Format.
- * Notice of Pre-impoundment Hearing Rights, temporary form.
- * Pre-impoundment Hearing Report, Form 15.89.6.

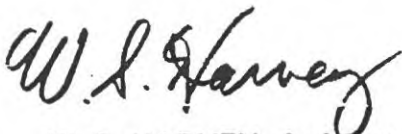
VI. FORMS AVAILABILITY: These forms shall be photocopied as needed until they become available through Supply Division except for the Vehicle Owner's Right to a Hearing, Sign Format, which will be distributed by Planning and Research Division.

AMENDMENTS:

This Order adds Sections 4/226.1, 4/226.05, 4/226.10, 4/226.15, 4/226.20, 4/226.25, 4/226.30, 5/15.89.1, 5/15.89.2, 5/15.89.3, 5/15.89.4, 5/15.89.5, 5/15.89.6, 5/16.27.3, and amends Sections 2/1120.13, 4/222.35, 4/222.50, 4/780.30, and 4/780.80 of The Department Manual.

AUDIT RESPONSIBILITY:

All Geographic Operations Bureaus shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



**W. S. HARVEY, Assistant Chief
ACTING CHIEF OF POLICE**

DISTRIBUTION "A"

SUPPLEMENTAL FACT SHEET
VEHICLE IMPOUND HEARINGS

This fact sheet contains information relative to the forms necessary for implementation of vehicle impound hearing procedures pursuant to 22852 Vehicle Code and recent case law.

Attachments one through eight are the forms needed by an Area/division to implement the new procedures. Attachments nine and ten are formats to be used in the appropriate Impound Hearing Log.

- A. **VEHICLE OWNER'S RIGHT TO HEARING, TEMPORARY FORM.** This form shall be used as a general notice to be given to all persons seeking release of impounded vehicles. Forms shall be available at all Official Police Garages (OPG) and police facilities where the public might reasonably go to inquire about an impounded vehicle.
- B. **REQUEST FOR VEHICLE IMPOUND HEARING, FORM 15.89.** This form shall be used by vehicle owners (legal and registered) or their agents to request a hearing on the probable cause for impound of their vehicle. A supply of these forms shall be available at all police facilities where a person might reasonably go to inquire about an impounded vehicle. All completed forms shall be delivered to the Area/division Vehicle Coordinator by the employee receiving the hearing request. The Area/division Vehicle Coordinator shall ensure that the Official Police Garage receives and maintains an ample supply of the Vehicle Owner's Right to Hearing form and the Form 15.89.
- C. **VEHICLE IMPOUND FACT SHEET, FORM 15.89.1.** This form shall be used by Areas and divisions for internal control of impounded vehicles. A form shall be completed when the owner of an impounded vehicle or his agent requests a probable cause hearing on the impoundment.
- D. **NOTICE OF VEHICLE IMPOUND HEARING, FORM 15.89.2.** This form shall be used to notify citizens of the date and time of the probable cause hearing. It shall be completed and mailed or delivered to the citizen making the request, by the Area/division Vehicle Coordinator or his designee.

NOTE: Hearings shall be held within 48 hours of the request, excluding weekends and legal holidays. This time period may be extended for a reasonable period of time, at the request of the citizen.

- E. **CERTIFICATE OF NO PROBABLE CAUSE—RELEASE OF VEHICLE/REIMBURSEMENT OF PAYMENT, FORM 15.89.3.** This form shall be completed by the Vehicle Hearing Officer holding a probable cause hearing when it is determined that there was *no* probable cause to impound the vehicle. The form may be used to release a vehicle still in custody and to request reimbursement of funds from Fiscal Operations Division if the citizen has already paid for release of his vehicle.
 - 1. **Releasing Vehicle Still In Custody.** When the Vehicle Hearing Officer determines that there was no probable cause to impound a vehicle and the vehicle is still in custody, that officer shall complete the applicable portions of the Form 15.89.3, and give the original copy to the citizen. The citizen shall then be instructed to take the form to the Official Police Garage holding his vehicle and to request its release. The citizen shall also be informed that release must be obtained within 24 hours or he shall be responsible for additional charges.
 - 2. **Reimbursement of Payment.** When the Vehicle Hearing Officer determines that there was no probable cause to impound the vehicle and the person entitled to possession has already paid the Official Police Garage, that officer shall complete the applicable portions of the Form 15.89.3, indicating that the form is being used for reimbursement of payment. The Vehicle Hearing Officer shall then forward the original of the Form 15.89.3 along with a copy of the Official Police Garage receipt to Fiscal Operations Division. The citizen shall be informed that payment will be mailed to him by Fiscal Operations Division.

- F. **CERTIFICATE OF DETERMINATION OF PROBABLE CAUSE, FORM 15.89.4.** This form shall be completed by the Vehicle Hearing Officer and given to the citizen requesting the hearing when it is determined that probable cause existed to impound the vehicle in question. Persons who receive a Form 15.89.4, will be required to pay fees due to obtain release of their vehicle. If a citizen still believes that his vehicle was impounded illegally, he may file a claim for damages with the City Clerk.
- G. **NOTICE OF PRE-IMPOUNDMENT HEARING RIGHTS, TEMPORARY FORM.** This form is to be completed by the employee taking enforcement action pursuant to violations of LAMC Section 80.73.2 (72-hour parking) or VC Section 22700 (a) (abandoned vehicle on a highway). The form is to be left in a conspicuous place on a vehicle cited for one of the above violations. After 24 hours, unless the vehicle owner has made arrangements with a Vehicle Hearing Officer as documented in the Pre-impoundment Hearing Log, the vehicle may be impounded pursuant to 80.77 (a) LAMC, or 22702 (a) VC.
- H. **PRE-IMPOUNDMENT HEARING REPORT, FORM 15.89.6.** This form shall be completed by the Vehicle Hearing Officer holding a pre-impoundment hearing to disclose his findings. The results of the pre-impoundment hearing shall be entered in the Pre-impoundment Hearing Log immediately after the hearing. The vehicle owner shall be provided with a photocopy of this form. The *immediate* impoundment of a vehicle pursuant to LAMC Section 80.77 (a) or VC Section 22702 (a) must be justified in the comment section of the Form 15.89.6.
- I. **VEHICLE OWNER'S RIGHT TO A HEARING, SIGN FORMAT.** These signs shall be posted at all Official Police Garages and in police facilities where a person might reasonably go to seek information about an impounded vehicle.

The Area/division Vehicle Coordinator shall ensure that the Official Police Garage is provided with as many signs as needed to ensure that one is posted in conspicuous locations within the garage area accessible to the public.

The following items shall be retained as Divisional data for a one year period pursuant to Department Manual Section 5/052.24:

- * Vehicle Impound Hearing Log pages.
- * Request for Vehicle Impound Hearing, Form 15.89.
- * Vehicle Impound Fact Sheet, Form 15.89.1.
- * Certificate of No Probable Cause-Release of Vehicle/Reimbursement of Payment, Form 15.89.3.
- * Certification of Determination of Probable Cause, Form 15.89.4.
- * Pre-impoundment Hearing Report, Form 15.89.6.

VEHICLE OWNER'S RIGHT TO A HEARING

ATTENTION:

As a vehicle owner or other person entitled to possession of an impounded vehicle, you have the right to a hearing if you believe your vehicle should not have been impounded.

You may request this hearing either before or after you pay the impound and storage charges to the Official Police Garage which has custody of your vehicle.

The purpose of the hearing is to determine whether there was PROBABLE CAUSE to impound the vehicle; that is, was the impounding officer authorized to remove your vehicle by authority of the California Vehicle Code, the Los Angeles Municipal Code, or case law?

The hearing will consist of a meeting with the Vehicle Hearing Officer of the station which impounded your vehicle. You may present any witnesses or other evidence you believe will show that your vehicle should not have been impounded.

You must establish that you are the owner of the vehicle or that you have some other right to possession of it.

If the hearing officer determines that there was NO probable cause and your vehicle should not have been impounded, it will be released to you without charge, or you will be repaid after processing by mail for the charges you paid to the Official Police Garage.

If the hearing officer determines that the vehicle was properly impounded, you must pay the impound and storage charges or the Official Police Garage acquires a lien against your vehicle.

NOTE: This hearing *does not* affect any related traffic citation or other criminal proceedings. If you wish to challenge the charges underlying any such citation or criminal proceeding, you must do so in the appropriate court.

To request a hearing, you must telephone, write or appear in person within ten (10) days at the police station which impounded your vehicle. Failure to do so will end your right to a hearing.

AREA/DIVISION: _____

ADDRESS: _____

TELEPHONE: _____

DR NUMBER: _____

DATE MAILED: _____

Always refer to the "DR NUMBER" when requesting a hearing.

DERECHO DEL DUENO DE UN VEHICULO A UNA AUDIENCIA

ATENCION:

Como dueno de un vehiculo o como una persona intitulada ha poseer un vehiculo, Ud. tiene derecho a una audiencia si Ud. cree que su vehiculo ha sido incautado injustamente.

Ud. puede solicitar una audiencia antes o despues de pagar los gastos de deposito o de la incautacion al Garaje Oficial de la Policia, el cual tiene custodia de su vehiculo.

El proposito de esta audiencia es para determinar si hubo causa por la incautacion, que un agente de la policia lo autorizo, y si hubo autoridad mediante elCodigo de Vehiculos de California, elCodigo municipal de Los Angeles, o precedentes de la corte, para retirarlo.

La audiencia consistira en una junta con el oficial de audiencia de vehiculos de la Division donde incautaron el vehiculo y Ud. tendra la oportunidad de presentar evidencia o testigos que, en su opinion, pueda indicar que no debia haber sido incautado.

Tendra que establecer que Ud. es el dueno del carro o que Ud. tenia todo derecho de estar en posesion de el.

Si el oficial de audiencia determina que no hubo causa por la incautacion, el vehiculo sera desempenado, sin cargo alguno, o Ud. sera recompensado por los gastos cobrados por el Garaje Oficial de la Policia. Si el oficial de audiencia determina que fue justamente incautado, Ud. tendra que pagar los gastos de almacenaje y de la incautacion o el Garaje Oficial de la Policia adquirira una hipoteca contra su vehiculo.

Esta audiencia *no* afectara los procedimientos criminales ni boletos de infraccion en ninguna forma. Si Ud. desea disputar los cargos criminales o la infraccion, tendra que hacerlo en la *corte de ley* apropiada.

Para solicitar una audiencia, sirvase telefonar, escribir o ir en persona a la division de policia donde ocurrio la incautacion dentro de diez (10) dias.

ÁREA/DIVISIÓN _____

DIRECCIÓN _____

TELÉFONO _____

NÚMERO DR _____

REQUEST FOR VEHICLE IMPOUND HEARING

I _____, request a hearing to determine whether there was probable cause for the City to impound the following vehicle:

Year _____ Make _____ License _____

I am (circle one):

- 1) The registered owner; or
- 2) Entitled to possession and the owner is

Name _____

Address _____

Telephone _____

This vehicle was impounded on (date) _____ from the following address _____

Circle one: I have/I have not paid the impound fee.
State why you think the vehicle should not have been impounded.

What is the DR number on the ticket or notice you received? _____

PLEASE ATTACH A PHOTOCOPY OF ANY TICKETS OR NOTICES YOU RECEIVED REGARDING THIS IMPOUND.

Date _____

Signature: _____

Address: _____

Telephone: _____

VEHICLE IMPOUND FACT SHEET

VEHICLE OWNER

DATE _____ DR NUMBER _____
 OWNER _____ PHONE _____
 ADDRESS _____
 APPEARED IN PERSON _____
 TELEPHONED _____
 WROTE _____
 ON _____ AT _____ HRS
 DATE OWNER LEARNED OF IMPOUND _____
 DATE IMPOUND NOTICE WAS MAILED _____

GARAGE

GARAGE _____ PHONE _____
 IMPOUND GARAGE EMPLOYEE _____
 OPG TELEPHONIC RELEASE MADE BY _____ SERIAL _____
 DATE _____ TIME _____

IMPO
EMPL.

IMPOUNDING EMPLOYEE _____ SERIAL _____
 WATCH _____ DAYS OFF _____

HEARING

HEARING SCHEDULED FOR _____ TIME _____
 SCHEDULED BY _____ SERIAL _____
 HEARING OFFICER ASSIGNED _____
 PERSONAL NOTIFICATION _____
 TELEPHONIC NOTIFICATION _____
 MAILED _____
 BY _____ SERIAL _____ DATE _____

NOTICE OF VEHICLE IMPOUND HEARING

YOU HAVE REQUESTED A HEARING TO DETERMINE WHETHER THERE WAS PROBABLE CAUSE TO IMPOUND A VEHICLE WHICH YOU OWN OR ARE ENTITLED TO POSSESS. THE ONLY PURPOSE OF THIS HEARING IS TO DETERMINE WHETHER THE CITY ACTED WITHIN THE STATE AND LOCAL LAW WHEN YOUR VEHICLE WAS IMPOUNDED.

THIS HEARING WILL BE HELD:

DATE _____

TIME _____

PLACE _____

FAILURE TO APPEAR AT THIS TIME WILL END YOUR RIGHT TO A HEARING.

YOU WILL BE REQUIRED TO SHOW THAT YOU OWN THIS VEHICLE, OR IF YOU ARE NOT THE OWNER, YOU MUST SHOW THAT YOU HAVE THE OWNER'S PERMISSION TO POSSESS THE VEHICLE.

YOU MAY BRING WITNESSES AND YOU MAY QUESTION THE CITY'S WITNESSES. PLEASE BRING ALL NOTICES AND/OR RECEIPTS WITH YOU.

MAILED _____

PERSONAL NOTIFICATION _____

TELEPHONIC NOTIFICATION _____

MADE BY _____ **SERIAL** _____ **DATE** _____

CERTIFICATE OF NO PROBABLE CAUSE

- ☐ **RELEASE OF VEHICLE**
☐ **REIMBURSEMENT OF PAYMENT**

I, _____, hearing officer for
_____ Area/Division, have on this day
heard the matter of the City's authority to impound the following vehicle:

(year)

(make)

(license)

After having heard the evidence, I find that there was NO probable cause of the City to impound this vehicle and that,

(name)

is entitled to possession thereof.

Therefore, I order that the vehicle be released, if it is still in storage, and that the City pay all towing and storage charges through _____ (date/time). Storage charges accruing after this date and time must be paid by the person claiming possession of the vehicle.

(date/time)

(signature)

(print rank & name)

- ☐ Deliver this certificate to the Official Police Garage (OPG), by the date indicated above and your vehicle will be released to you without charge.
- ☐ Your repayment will be sent to you by the Los Angeles Police Department.

Note to Official Police Garage: Send this certificate and an invoice for your charges to:

Los Angeles Police Department
Attn: Fiscal Operations Division
P. O. Box 30158
Los Angeles, CA 90030

Note to hearing officer: Send this certificate and a copy of the receipt for charges paid to:

Fiscal Operations Division
Room 500, Parker Center
Stop 400

**CERTIFICATE OF DETERMINATION OF FINDING OF PROBABLE
CAUSE TO IMPOUND A VEHICLE**

I, _____, a hearing officer for _____
Area/division, have on this date heard the matter of the City's authority to impound the following vehicle:

YEAR _____, MAKE _____, LICENSE _____

After having heard the evidence, I find that probable cause to impound this vehicle did exist under the authority of California
Vehicle Code Section _____ and/or LAMC Section

_____, and/or (OTHER) _____

because _____

DATE

SIGNATURE

PRINT RANK AND NAME

NOTICE: You must pay the impound and storage charges or the Official Police Garage acquires a lien against your vehicle.
However, after paying charges, if you still believe your vehicle was illegally impounded, you have the right to file a claim
for damages with the City Clerk. Forms may be requested from:

City Clerk
Room 395, City Hall
200 North Spring Street
Los Angeles, CA 90012
Telephone (213) 485-5707

PLEASE ATTACH A COPY OF THIS NOTICE IF YOU FILE A CLAIM

LOS ANGELES POLICE DEPARTMENT

NOTICE OF PRE-IMPOUNDMENT HEARING RIGHTS

IF YOU CONTACT THE LOS ANGELES POLICE DEPARTMENT WITHIN 24 HOURS, YOU ARE ENTITLED TO A HEARING TO EXPLAIN WHY THIS VEHICLE SHOULD NOT BE IMPOUNDED.

SI USTED SE COMUNICA CON LA DIVISION RESPONSABLE Y EL NUMERO DE TELEFONO DURANTE LAS SIGIENTE 24 HORAS, TIENE USTED EL DERECHO DE UNA AUDIENCIA PARA EXPLICAR PORQUE SU AUTOMOVIL NO DEBIERA SER DETENIDO POR LAS AUTORIDADES.

DATE AND TIME ISSUED _____

LICENSE NUMBER/VIN _____

LOCATION PARKED _____

TYPE OF VIOLATION _____

AREA/DIVISION _____

TELEPHONE NUMBER _____

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

AUGUST 31, 1981

**SUBJECT: SWORN AND CIVILIAN SICK/INJURED ON DUTY REPORTING PROCEDURES
— REVISED**

PURPOSE: In order to standardize sworn and civilian sick/injured on duty (IOD) reporting requirements and to ensure fully documented sick/IOD investigations, this Order establishes revised reporting and return to duty procedures for all employees of the Department.

PROCEDURE:

- I. REPORTING OFF SICK WHEN ON DUTY—REVISED.** An on-duty employee who must go off duty as a result of a non-work related illness or injury shall notify his supervisor and complete a Non-Occupational Sick or Injury Report, Form 1.30.
- II. REPORTING INJURIES OCCURRING ON DUTY—REVISED.** An employee who sustains an on-duty illness or injury shall report it to a supervisor immediately. When an injured employee is unable to report the injury, an employee having knowledge of the incident shall ensure that a supervisor is promptly made aware of the circumstances of the injury. The supervisor shall complete an Employer's Report of Occupational Injury or Illness, Form General 166. If the employee is unable to sign the report, the supervisor shall sign the employee's name, followed by the supervisor's initials.
 - A. Sworn Employees.** When a sworn employee is injured to any degree while on duty, the employee's supervisor shall:
 - * Ensure that the employee receives immediate medical treatment; and,
 - * Contact Medical Liaison Section, Personnel Division, to obtain a Workers' Compensation case number.
 - B. Civilian Employees.** When a civilian employee is injured seriously (as defined in Manual Section 3/275.10) while on duty, the employee's supervisor shall:
 - * Ensure that the employee receives immediate medical treatment;
 - * Notify Medical Liaison Section, Personnel Division, of the circumstances of the injury; and,
 - * Contact Workers' Compensation Division, Personnel Department, to obtain a Workers' Compensation case number and treatment authorization.When the injury is not serious, the civilian employee's supervisor shall:
 - * Contact Workers' Compensation Division, Personnel Department, to obtain a Workers' Compensation case number and, if necessary, authorization for treatment;
 - * Complete a Non-Emergency Medical Order, Form General 83; and,
 - * Instruct the employee to deliver the Form General 83 to the designated Workers' Compensation doctor as authority to render treatment. The concerned supervisor shall arrange for transportation, if necessary.
- III. REPORTING ILLNESS OR INJURY WHEN OFF DUTY—REVISED.** An employee who becomes ill or injured to the extent that he is unable to report for duty shall notify a supervisor at his place of assignment immediately. The supervisor shall ensure that a Non-Occupational Sick or Injury Report, Form 1.30, is completed. If the employee is unable to sign the report, the supervisor shall sign the employee's name, followed by the supervisor's initials.

DISTRIBUTION "A"

AUGUST 31, 1981

IV. RETURN TO DUTY—REVISED. When an employee returns to duty from injury or illness status, his commanding officer shall cause a Duty Certificate, Form PDAS 43, to be completed. The concerned commanding officer may require the employee to present a doctor's letter indicating that the employee is qualified to return to duty. The letter shall be attached to the Duty Certificate and forwarded to Medical Liaison Section, Personnel Division.

A. **Compensable Injury Or Illness—Medical Examination.** Prior to returning to duty from a compensable injury or illness, an employee shall be examined by a doctor designated by the Workers' Compensation Division, Personnel Department. The doctor will, if appropriate, provide authorization to return to duty.

Note: A compensable injury or illness is any injury or illness for which an employee is entitled to receive compensation under the Workers' Compensation Act.

B. **Non-Compensable Injury Or Illness—Medical Examination.** When an employee returns to duty from a non-compensable injury or illness *and* there is reason to believe that the employee is not physically or mentally qualified to return to duty, the employee's off-duty status shall be continued, and he shall be required to report as soon as practicable to the Medical Services Division, Personnel Department, for an examination. A Duty Certificate, Form PDAS 43, shall be completed. The employee's commanding officer shall review the Duty Certificate and cause it to be distributed.

V. INJURED ON DUTY—PRELIMINARY INVESTIGATION REQUIRED—REVISED. A supervisor who is notified of an on-duty injury to an employee shall ensure that an investigation of the circumstances is promptly initiated. The investigation shall include, but not be limited to:

- * **Activity.** Describe the activity that the employee was engaged in when the injury was sustained.

- * **Statements.** Include the statements of all independent witnesses and employee witnesses.

- * **Physical Injury.** Include the diagnosis and prognosis of the concerned employee.

Note: If a stress-related injury or illness is involved, identify all stated and/or observable manifestations of stress, such as alcoholism, ulcers, anxiety, marital problems or depression. Approximate the date on which stress symptoms were first observed. Include information regarding any on-duty or off-duty situations and influences that are perceived by the employee as stress-producing.

- * **Treating Physician.** Include the name, telephone number and address of the treating physician.

- * **Examination of Physical Evidence Relevant to the Injury.** Photograph the accident scene and evidence, and retain the evidence, if appropriate.

- * **Suggested Action to Correct a Possible Hazard.** Make notifications to the appropriate persons to eliminate hazards.

- * **Duty Status.** Describe any duty restrictions and the reason the employee was placed off duty.

Note: If circumstances require an employee being placed off duty, a doctor must examine and certify the off-duty status before the employee may receive Workers' Compensation benefits. The reporting supervisor shall include his opinion regarding the necessity for having placed an employee off duty *and* shall indicate that the option of placing the employee on limited-duty status was discussed with the physician, when appropriate. If the employee is placed on limited-duty status, the supervisor shall, if the facts of the incident are covered in another police report, attach that report to the Form General 166 in lieu of a separate investigation, and request a description of the duty limitations of the involved employee from the treating doctor. If the incident is not reported on another police form, the investigation shall be reported on a Continuation Sheet, Form 15.09, and attached to the Employer's Report of Occupational Injury or Illness, Form General 166. The Form General 166 shall be forwarded to Medical Liaison Section, Personnel Division, as soon as practicable. A copy shall be retained by the commanding officer for use by the Area/Division Safety Committee.

DISTRIBUTION "A"

AUGUST 31, 1981

VI. DAYS OFF, OFFICERS—REVISED. When an employee is injured on duty, the employee's supervisor or watch commander shall contact Medical Liaison Section, Personnel Division, during normal business hours to determine IOD/NIOD status. This procedure will permit correct entry in the Divisional Time Book at the time of the initial entry.

VII. EMPLOYEE MEDICAL CALENDAR—REVISED. Medical Liaison Section, Personnel Division, shall prepare an Employee Medical Calendar, Form General 90, when requested by a commanding officer who believes that an employee's use of sick time warrants examination. Upon the request of Personnel Division, the Police Accountant shall forward information relating to the use of sick leave to Medical Liaison Section. The Employee Medical Calendar shall be sent to the concerned employee's commanding officer who shall:

- * Ensure that the employee is informed of Department procedures regarding sick leave; and,
- * Initiate appropriate action which will be in the best interests of the employee and the Department.

VIII. RESERVE OFFICER SERVICE-CONNECTED INJURY—REVISED. When a reserve officer sustains a service-connected injury or illness, the reserve officer's supervisor shall prepare the State of California Report of Occupational Injury or Illness, SCIF, Form DS-67, and forward two copies of the report to the Medical Liaison Section, Personnel Division. These procedures are in addition to the reporting requirements regarding reserve officer injuries in Manual Section 3/716.10.

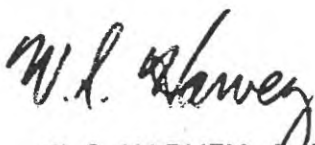
Exception: An Employer's Report of Occupational Injury or Illness is not required per 3/711.21.

AMENDMENTS:

This Order deletes Sections 3/720.30, 3/715.90, 3/715.50, 3/715.30, 3/715.10, 3/711.70 and amends Sections 3/716.10, 3/715.40, 3/711.75, 3/711.30, 3/711.21, 3/711.20 and 3/711.10 of The Department Manual.

AUDIT RESPONSIBILITY:

Personnel Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



W. S. HARVEY, Assistant Chief
ACTING CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

SEPTEMBER 1, 1981

SUBJECT: DEPARTMENT PROCEDURES CONCERNING STATE UNIVERSITY POLICE AND UNIVERSITY OF CALIFORNIA POLICE

PURPOSE: Within the City of Los Angeles are three state universities: California State University, Los Angeles (CSULA); California State University, Northridge (CSUN); and the University of California at Los Angeles (UCLA). The respective campus police agencies are within two separate university police systems:

- * California State University Police (CSULA PD and CSUN PD);
- * University of California Police (UCLA PD).

Both university systems have expanded their duties and responsibilities and will now handle most crimes and follow-up investigations resulting from crimes occurring on campus properties. This Order defines Department responsibilities for law enforcement activities involving the CSULA, CSUN and UCLA Police Departments.

PROCEDURE:

- I. CSUN PD, CSULA PD, UCLA PD—Peace Officer Status, Definition and Powers.** CSUN PD, CSULA PD and UCLA PD officers have statewide peace officer status, provided that the primary duty of any such peace officer is the enforcement of the law within the area of the state university campus or within one mile beyond the exterior boundary of the campus.

NOTE: The Los Angeles Police Department shall normally have primary responsibility for police service requested or required within the one mile area that extends outward from the exterior boundary of the campus.

- II. Responsibilities of the Los Angeles Police Department.** Officers of the Los Angeles Police Department shall retain the preliminary and follow-up investigative responsibility for the following situations occurring on UCLA or state university property:

- * Homicide and death investigations;
- * Crimes involving critical injuries;
- * Any situation requiring the Los Angeles Police Department Special Weapons and Tactics Team;
- * Bomb threats requiring the Los Angeles Police Department; and,
- * Other major crimes beyond the resources of respective campus police departments.

NOTE: The Los Angeles Police Department retains concurrent jurisdiction to investigate all crimes, including narcotics and vice violations on state university campuses. Investigating officers shall, as soon as practicable, notify their Area/division commanding officers when a narcotics or vice investigation occurs or is anticipated on a state university campus. When notified of narcotics or vice investigations on a state university campus, Area/division commanding officers shall review the circumstances and, if appropriate, notify the concerned university of the investigation.

In cases involving crimes on the respective campuses, persons arrested and property booked by members of this Department shall be handled according to current procedures.

NOTE: Responsibility for handling unusual occurrences on state university campuses has not changed. Unusual occurrences shall be handled in accordance with Los Angeles Police Department Tactical Manual Sections E/403, E/404, and E/409.

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III. **Responsibilities of UCLA PD, CSULA PD and CSUN PD.** Officers of UCLA PD, CSULA PD and CSUN PD will be responsible for the following duties related to crimes that occur on their respective campuses and which are not handled by the Los Angeles Police Department:

- * Preliminary and follow-up investigations;
- * Completion of appropriate reports; and,
- * Booking of arrestees and property.

State university police departments will utilize the facilities of the Los Angeles Sheriff's Department for booking of arrestees and property.

EXCEPTION: Persons arrested by CSUN PD, UCLA PD and CSULA PD for Los Angeles municipal court warrants will be booked by the arresting officer at the nearest Los Angeles Police jail facility.

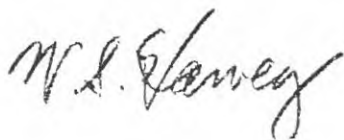
IV. **Crime Information Exchange Between Agencies.** Each concerned Area commanding officer shall establish and maintain a system for exchange of crime information between the Department and the state university within his Area.

AMENDMENTS:

This order amends Sections 2/820.08, 2/830.03, 2/1120.13 and adds Sections 1/553, 2/1047.10 to The Department Manual.

AUDIT RESPONSIBILITY:

West Los Angeles, Devonshire, and Hollenbeck Areas shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



W. S. HARVEY, Assistant Chief
ACTING CHIEF OF POLICE

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

SEPTEMBER 14, 1981

SUBJECT: GAS CHROMATOGRAPH INTOXIMETER—REVISED PROCEDURES

PURPOSE: The Mark II Gas Chromatograph Intoximeter (GCI) machines will gradually be replaced by a more advanced model, the Mark IV GCI. Test procedures differ on both machines. To ensure proper administration of these tests during the transition period, separate forms have been developed. Additionally, distribution of the checklists has been amended to provide that one copy be retained as a Department record.

This order revises procedures relating to the Mark II GCI and implements new procedures and forms relating to the Mark IV GCI.

PROCEDURE:

- I. MARK II GAS CHROMATOGRAPH INTOXIMETER CHECKLIST, FORM 5.20.0—USE AND DISTRIBUTION AMENDED.** This form is used as a guide by officers to ensure correct administration of the Mark II Gas Chromatograph Intoximeter (GCI) test. It shall be used each time the Mark II GCI is prepared for a test, regardless of whether the test is actually administered. A maximum of three samples may be recorded on one form.

Distribution is amended as follows:

Adult Misdemeanor Arrest

- | | |
|-------|---|
| 1 | Original - Attached to the Arrest Report and forwarded to the custodial jailer (metropolitan area) or the Deputy City Attorney (outlying areas) |
| 1 | Copy - To Records and Identification Division, attached to the related Arrest Report |
| <hr/> | |
| 2 | TOTAL |

Felony or Juvenile Arrests or When Used as an Investigative Tool When There is No Arrest

- | | |
|---|---|
| 1 | Original - Concerned investigative unit |
| 1 | TOTAL, Plus (Extra Copy Distribution) |

EXTRA COPY DISTRIBUTION

- | | |
|---|---|
| 1 | Copy - To Records and Identification Division when an arrest is involved, attached to the Arrest Report |
|---|---|

Calibration

- | | |
|---|--|
| 1 | Original - Scientific Investigation Division, Blood Alcohol Unit |
|---|--|

- II. RECORD OF GAS CHROMATOGRAPH INTOXIMETER (GCI) USAGE, FORM 5.20.3—FORM AND USE AMENDED.** This form is used to record all Mark II GCI tests administered or attempted. A separate entry shall be completed on the form for each successive advance of the GCI counter with each counter number recorded in numerical sequence.

The title is changed to RECORD OF MARK II GAS CHROMATOGRAPH INTOXIMETER (GCI) USAGE.

- III. MARK IV GAS CHROMATOGRAPH INTOXIMETER CHECKLIST, FORM 5.20.5—ACTIVATED.** This form is used as a guide by officers to ensure correct administration

DISTRIBUTION "A"

SEPTEMBER 14, 1981

of the Mark IV Gas Chromatograph Intoximeter(GCI) test. This checklist shall be completed each time a test is administered. A maximum of three samples may be recorded on one form.

Distribution of the Mark IV GCI checklist shall be the same as the distribution of the Mark II GCI checklist, Form 5.20.0.

A stock of the new forms has been distributed to concerned Areas/divisions.

- IV. RECORD OF MARK IV GAS CHROMATOGRAPH INTOXIMETER (GCI) USAGE, FORM 5.20.6—ACTIVATED.** This form is used to record all Mark IV GCI tests administered. A separate entry shall be completed on the form for each subject tested. All tests for each subject may be recorded on the same line of the form.

Distribution of the Record of Mark IV Gas Chromatograph Intoximeter Usage shall be the same as the distribution of the Record of Mark II Gas Chromatograph Intoximeter (GCI) Usage, Form 5.20.3.

A stock of new forms has been distributed to the concerned Areas/divisions.

AMENDMENTS:

This order amends Sections 5/5.20 and 5/5.20.3 and adds Sections 5/5.20.5 and 5/5.20.6 to The Department Manual.

AUDIT RESPONSIBILITY:

Scientific Investigation Division shall monitor compliance with this directive in accordance with provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29

SEPTEMBER 17, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. DISCIPLINARY PROCEDURES—REVISED.** Recent changes have been made concerning the suspension and discharge of employees which necessitate a revision of the Department's pre-disciplinary procedures for sworn and civilian personnel.

This Order revises procedures when a Notice of Proposed Disciplinary Action, Form 1.88, is served. The Notice of Proposed Disciplinary Action, Form 1.88, has been revised by this Order.

When a commanding officer presents a Notice of Proposed Disciplinary Action, Form 1.88, to an employee, the commanding officer shall:

- * Advise the employee of her/his right to representation prior to discussing the matter;
- * Advise the employee of the specific penalty recommended by the commanding officer;
- * Give the employee a copy of all investigative material upon which the proposed disciplinary action is based, unless the employee waives the right to receive the material;
- * Give the employee a copy of the commanding officer's letter of transmittal which includes all of the information required by Manual Section 3/820.10 except for that portion which is a resume of the commanding officer's interview with the employee;

Note: Nothing shall be added to the narrative portion of the letter of transmittal that does not appear on the copy given to the employee except for that paragraph which addresses the employee's interview with the commanding officer;

- * Due to Civil Service hearing requirements, provide civilian employees with any documents reflecting prior disciplinary action or substandard performance if the prior action or performance will affect the severity of the punishment; and,
- * Ensure the employee initials the appropriate boxes on the Form 1.88, which indicates the employee acknowledges receipt of pertinent materials.

The revised Notice of Proposed Disciplinary Action, Form 1.88 (revised 3-81), shall be ordered and placed in use without delay. Upon receipt of the revised Form 1.88, the old stock of Forms 1.88 shall be returned to Supply Division, bundled and marked "Obsolete—Destroy."

Amendments: This Order amends Section 3/820.12 of The Department Manual.

Audit Responsibility: The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. DISPOSAL OF UNIDENTIFIABLE SERIALIZED VEHICLES AND VEHICLE PARTS.** California Vehicle Code Section 10751(b) requires all unidentifiable vehicles and vehicle parts, not disposed of by a criminal proceeding, be disposed of in a civil court action. A vehicle or vehicle part is categorized as unidentifiable if the serial number or identification number is removed or altered to the extent that ownership cannot be determined. The section further requires notification to a claimant within five working days after the determination is made that the item seized should be disposed of in civil court. The court hearing must be held within sixty days of the date of such determination. To comply with the section, the following procedures shall be adopted.

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- A. **Investigating Officer's Responsibilities.** Upon determining that an unidentifiable vehicle or normally serialized vehicle part is of no value in a criminal proceeding, or when the court having jurisdiction does not order disposition of the unidentifiable vehicle or normally serialized part, the investigating officer shall:
- * Immediately contact Commercial Auto-Theft Section, Burglary Auto-Theft Division, to determine if disposal by civil court action is appropriate;
 - * If directed by Commercial Auto-Theft Section, complete and distribute the Notice of Impoundment of Vehicle and/or Component Part, L.A.P.D. Form 15.23.1; and
 - * Record the action taken as a result of Commercial Auto-Theft Section advice, and include the disposition of the item on a Follow-Up Report, Form 3.14.
- B. **Notice of Impoundment of Vehicle and/or Component Parts, Form 15.23.1—Activated.** The Notice of Impoundment of Vehicle and/or Component Parts, Form 15.23.1, shall be used to notify the person from whom the property was seized, and all possible claimants to the property whose interest or title is on registration records in the Department of Motor Vehicles, that the property has been determined to be within the provisions of 10751(b) V.C.

Distribution of the Form 15.23.1 shall be as follows:

- 1 — Burglary Auto-Theft Division, Commercial Auto-Theft Section.
- 1 — Investigating officer's divisional files, if other than Burglary Auto-Theft Division.
- 1 — The person from whom the property was seized.
- 3 — TOTAL, plus (Extra Copy Distribution)

Extra Copy Distribution

- 1 — To each possible claimant to the property.

Forms Availability: A copy of the Form 15.23.1 is included with this Order and should be used as a master copy until the new form is available at Supply Division.

Amendments: This Order adds Sections 4/780.19 and 5/15.23.1 to The Department Manual, and amends Sections 2/1046.01 and 2/1046.31.

Audit Responsibility: The Commanding Officer, Burglary Auto-Theft Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

III. **SHORT ARREST REPORT, FORM 5.2.1—USE, DISTRIBUTION, AND FORM—REVISED.**

The Short Arrest Report, Form 5.2.1, is revised. This form is used to report arrests of adults for 647(f) P.C. (Drunk) when prosecution is not requested. Pages have been added so that the form will serve additionally as a booking approval and a booking slip. When this form is used, a Booking Recommendation, Form 12.31, and Booking Form 5.1.1, are not required.

Note: Use of this form does not relieve the responsibility of the arresting officer, prior to booking, to verify whether the arrestee is the subject of an arrest warrant (4/202.80). If a warrant is discovered, the arrestee shall be booked on the warrant.

Distribution is amended as follows:

- Page 1 — Records and Identification Division Copy.
- Page 2 — Custody Record, retained by the custodial jail.
- Page 3 — Property Record, retained with prisoner's property package, then destroyed upon release of arrestee.

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Page 4 — Prisoner's Receipt, retained by arrestee until his release, then destroyed.

Page 5 — Arresting Division Copy, retained by arresting officer, then filed with DFAR.

Exception: If arrestee is booked on a warrant, Page 1 of the Short Arrest Report shall be attached to the Booking Slip Custody Record. All other copies shall be destroyed.

The revised forms are available at Supply Division and should be ordered without delay. Upon their receipt, return present stock of the Short Arrest Report to Supply Division, bundled and marked "Obsolete—Destroy."

Amendments: This Order amends Sections 4/216.02, 4/240.10, and 5/5.2.1 of The Department Manual.

IV. HOMICIDE STATISTICS—REVISED. Automated Information Division has experienced difficulty in obtaining timely and accurate data to compile homicide statistics. To facilitate the gathering of accurate homicide statistics, this Order revises the Death Investigation Report, Form 3.11; revises DR issuance for the Death Report when a death occurs in a calendar year other than that in which the original crime occurred; adds the Management Support Unit, Automated Information Division, to the distribution of the report; and revises the procedure in reclassifying a homicide.

Note: The Death Report shall be completed as soon as possible after the death and shall not be delayed by lack of information or failure to complete the investigation (Homicide Manual Sections V/1, V/1.1, V/1.2, and V/1.3).

A. Death Investigation Report—Revised. The Death Report, Form 3.11, has been revised to include:

- * **Connecting DR Box.** When a victim dies in a calendar year subsequent to that in which the original crime occurred, a DR number from the current year shall be obtained for the Death Report. The DR number from the original report shall be placed in this box. Additionally, if a victim dies subsequent to the original crime report being cleared, the DR number from the original report shall be placed in the "Connecting DR Box."
- * **Officer-Involved Agency Box.** When a death results from an injury caused by a peace officer, the name of the employing agency shall be placed in this box.
- * **Person Causing Death Box.** When a death results from an injury caused by someone other than a peace officer, the person's name, sex, descent, and age shall be placed in this box.
- * **Weapon Information Box.** When a death results from an injury inflicted by a weapon, the weapon information box shall be completed.
- * **Shots Fired Box.** When, in the course of a death investigation, it is discovered that shots were fired, the "Shots Fired Box" should be checked, and proper notification made (4/244.30).

B. Death Report Distribution—Revised. A copy of the Death Investigation Report, Form 3.11, and the related crime report completed in conjunction with a homicide shall be forwarded to the Management Support Unit, Automated Information Division, in addition to the distribution described in Section 5/3.11—80 of The Department Manual.

C. Reclassified Homicide. When a crime is reclassified to a homicide on a Follow-up Investigation, Form 3.14, the face sheet of the original crime report shall accompany the Follow-Up Report to Automated Information Division.

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Amendments: This Order amends Sections 4/710.20, 5/3.11-16, 5/3.11-80, and 5/3.14-80 of The Department Manual, and Notebook Divider, Form 18.37.1 (7-79).

Audit Responsibility: The Commanding Officer, Automated Information Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

V. DEPARTMENT MANUAL REFERENCES TO MEMORANDA OF UNDERSTANDING PROVISIONS-REVISED. Currently, The Department Manual contains several sections relating to Memoranda of Understanding (MOU) provisions which are subject to yearly change. When these MOU provisions are revised, the respective Manual sections are rendered out-of-date and costly Manual revisions are required. This situation is complicated by the existence of 17 separate MOU's, each containing unique provisions, which involve Department personnel.

To eliminate the need for continuous revisions, this Order amends those Manual sections containing detailed references to frequently changing MOU provisions. Each Manual section identified as being subject to frequent revision will contain a notation advising reference to the applicable MOU. Commanding officers shall comply with Manual Section 3/701.30, which states, "All commanding officers shall maintain a readily accessible copy of each applicable MOU." These MOU's are promptly forwarded to each commanding officer by the Employee Relations Administrator upon approval by the involved parties.

Amendments: This Order amends Sections 3/703.60, 3/726.06, 3/730.40, and 3/730.50, and adds Section 3/745.60 to The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 30

OCTOBER 1, 1981

SUBJECT: USE OF POLICE RESERVES

PURPOSE: The valuable contribution made by reserve officers in furthering the goals of the Department has long been recognized. Their dedication and service to the Department and the community exemplifies the Department's management principle that the police are the public and the public are the police.

To realize the maximum benefit from this valuable resource, it is imperative that each reserve officer's assignment be commensurate with the needs of the Department and the officer's ability and expertise, and that police reserve activities are properly coordinated Department-wide.

This Order establishes three classifications of reserve officers and sets forth procedures for the assignment and supervision of police reserve officers.

PROCEDURE:

I. CLASSIFICATIONS OF RESERVE OFFICERS.

- A. **Line Reserve Officers-Defined.** Line reserve officers are peace officers while on duty and retain the traditional reserve officer duties. Line status shall apply if the reserve officer:

- * Meets the Department's standards for regular officers; *and*,
- * Has satisfactorily completed the Department's Recruit Reserve Officer Training Program.

NOTE: Reserve officers who have completed Academy training for line reserve officer but have not passed the self-defense test shall be classified as non-field certified line reserve officers.

Line reserve officers (field certified and non-field certified) are required to complete a minimum of two tours of duty (16 hours) per month.

- B. **Technical Reserve Officer-Defined.** Technical reserve officers are volunteer workers with peace officer status while on duty. They shall normally wear a uniform and badge but shall not carry a service revolver. The technical reserve officer's basic function will be to supplement Department personnel in various support positions.

NOTE: Technical reserve officers must complete Academy training which meets that required by P.O.S.T.

Technical reserve officers are required to complete a minimum of two tours (16 hours) per month.

- C. **Specialist Reserve Officer-Defined.** Specialist reserve officers are volunteers who have special talents which may be utilized by the Department when there is a need for their services. These officers do not have peace officer status. City identification cards, distinct from those issued to peace officers, will be furnished to specialist reserve officers.

Commanding officers identifying a need for specialist reserve officers shall forward an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Personnel Division, outlining the qualifications desired. Commanding officers desiring a specific candidate should forward the candidate's application, in addition to the Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Personnel Division.

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NOTE: Specialist reserve officers shall receive an orientation by Training Division.

Specialist reserve officers are not required to work a specified number of tours of duty.

II. ASSIGNMENT OF POLICE RESERVES. While on duty, reserve officers of line and technical status shall have full peace officer powers and shall be assigned with, and under the immediate supervision of, a regular officer. At the direction of the concerned commanding officer, a reserve officer shall be deployed as follows:

A. Line Status. A reserve officer having line status may be assigned any duties normally performed by sworn personnel, including, but not limited to, the following:

1. Uniformed Patrol
2. Accident Investigation
3. Vice
4. Any additional assignment as determined by the Chief of Police.

NOTE: Non-field certified line reserve officers are limited to non-enforcement duties.

B. Technical Status. A reserve officer having technical status may be assigned to non-enforcement duties, including, but not limited to, the following:

1. Area Desk
2. Communications
3. Community Relations
4. Detectives (non-enforcement capacity)
5. Juvenile Division (non-enforcement capacity)

C. Specialist Status. A reserve officer having specialist status shall function primarily as a consultant and perform special assignments, including, but not limited to, the following:

- | | |
|-----------------------|----------------------------|
| 1. Chemist | 7. Computer System Analyst |
| 2. Physician | 8. Computer Programmer |
| 3. Teacher | 9. Technical Writer |
| 4. Advertising Artist | 10. Criminalist |
| 5. Photographer | 11. Chaplain |
| 6. Statistician | |

D. Riot, Disaster, or Civil Defense. Reserve officers may be deployed for riot, disaster, or civil defense operations at the discretion of the Department Commander.

NOTE: In no case shall the requirements of the assignment exceed the training or abilities of the reserve officer.

III. USE OF UNIFORMS AND EQUIPMENT. Reserve officers in line or technical assignments shall possess and maintain Department-issued uniforms and equipment appropriate to their assignment.

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- IV. OFF-DUTY PEACE OFFICER STATUS.** All off-duty reserve officers (line status, technical status, and specialist status) shall not have any status or power as peace officers. Additionally, off-duty reserve officers shall not identify or represent themselves as peace officers.

AMENDMENTS:

This Order amends Sections 3/252.20 and 3/610.80; and adds Sections 3/252.10 and 3/252.15 of The Department Manual.

AUDIT RESPONSIBILITY:

The Department Reserve Coordinator, Officer of Operations, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



**DARYL F. GATES
CHIEF OF POLICE**

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO.31

OCTOBER 9, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENT

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

I. REVISED PROCEDURES FOR SEIZURE OF CONVEYANCES USED FOR NARCOTIC TRAFFIC. Recent changes in the State Health and Safety Code (H&S) now enable local agencies to commence forfeiture proceedings against certain conveyances involved in the trafficking of controlled substances for sale. This Order revises the procedures to be used by officers in conjunction with seizure proceedings.

A. Conveyances Subject to Seizure. Section 11490 of the Health and Safety Code allows officers to seize certain involved conveyances pending forfeiture proceedings if the conveyances are used in the possession or transportation of a controlled substance for sale **and** the owners or operators are arrested for 11351, 11352, 11355, 11359, 11360, 11378, or 11379 Health and Safety Code, or if an attempt is made to arrest the owners or operators on these charges. This option is limited to those cases involving the below described conveyances:

- * A tractor trailer vehicle;
- * A heavy duty vehicle, i.e., three-axle truck or privately owned bus over 6,000 pounds gross weight;
- * Any airplane; and,
- * Any boat or ship.

NOTE: Implements of husbandry, common carriers, and all vehicles which may be lawfully driven upon the highway with a class 3 or 4 license are **not** subject to forfeiture. Two-axle vehicles, motorcycles, motor-driven cycles, and three-axle house cars are therefore excluded.

B. Responsibility of the Commanding Officer, Narcotics Division. The Commanding Officer, Narcotics Division, shall designate a Conveyance Seizure Coordinator from within his command.

C. Responsibilities of the Vehicle Seizure Coordinator, Narcotics Division. The Conveyance Seizure Coordinator, Narcotics Division, shall be responsible for:

- * Evaluating the circumstances of each case to determine the advisability of seizing a conveyance and initiating formal forfeiture proceedings;
- * Providing advice on the geographic location of storage and maintenance of vehicles, boats, or airplanes seized;
- * Directing and preparing the necessary documents for presentation to the District Attorney for completion of a petition for forfeiture; and,
- * Releasing all conveyances seized for forfeiture.

NOTE: If the Conveyance Seizure Coordinator is unavailable, during non-business hours, impounding officers shall contact Detective Headquarters Division for advice.

D. Responsibilities of the Impounding Officer. Officers impounding conveyances in accordance with Section 11490 Health and Safety Code shall:

- * Obtain impound and storage approval from the Seizure Coordinator, Narcotics Division, or Detective Headquarters Division;

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- * Hold the conveyance for Narcotics Division;
- * Indicate in the "Not Available for Release" space of the Vehicle Impound Notice, Form 15.23, the phone number of Narcotics Division;
- * Indicate in the "Vehicle Release Order" portion of the Vehicle Investigation, Form 3.7, "Release to Narcotics Division only";
- * Accurately describe in the Arrest Report, Form 5.2, the conveyance, its involvement in the case, and its disposition; and,
- * Forward copies of all related reports to the Seizure Coordinator, Narcotics Division.

This Order amends Section 4/222.70 of The Department Manual.

Audit Responsibility: The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. COORDINATION OF UNDERCOVER DRIVER LICENSES. Presently, Department entities obtain undercover driver licenses directly from the Department of Motor Vehicles (DMV). This Order changes that procedure and establishes new controls for obtaining and returning driver licenses.

The Commanding Officer, Administrative Vice Division (AVD), shall have Department-wide responsibility for coordinating, procuring, and returning undercover driver licenses. Upon receipt of an undercover driver license from DMV, AVD shall forward the driver license to the commanding officer of the requesting entity. Additionally, AVD shall be responsible for maintaining a file of undercover driver licenses.

EXCEPTION: The Commanding Officer, Public Disorder Intelligence Division (PDID), shall assume corresponding responsibilities for PDID personnel.

Commanding officers of Department entities requiring undercover driver licenses shall submit an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, AVD. Commanding officers of Department entities possessing undercover driver licenses shall be responsible for their return to the Commanding Officer, AVD, when they are no longer needed for Department business. If an undercover driver license is stolen, lost, or destroyed, the circumstances shall be documented immediately by the concerned employee on the appropriate Preliminary Investigation Report (PIR) or Employee's Report, Form 15.7. The employee's commanding officer shall evaluate the incident and forward a copy of the Employee's Report, Form 15.7, or PIR, and a Form 15.2, to the Commanding Officer, AVD.

This Order amends Section 2/830.01, and adds Section 3/223 to The Department Manual.

Audit Responsibility: The Commanding Officer, Administrative Vice Division, and the Commanding Officer, Public Disorder Intelligence Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

III. RENAMING OF VENICE AREA TO PACIFIC AREA. On May 18, 1981, the City Council adopted the recommendation of the Police, Fire and Public Safety Committee that Venice Area be renamed **Pacific Area**. This Order incorporates that recommendation into The Department Manual. Henceforth, the geographic area previously known as Venice Area shall be titled **Pacific Area**.

Amendments to The Department Manual will follow at a later date.

IV. FELONY COMPLAINT FORMAT-DEACTIVATED. Completion of the Felony Complaint Format Section of the Follow-Up Investigation, Form 3.14, is no longer required. This section will be deleted from the Form 3.14 at the next printing.

This Order amends Section 5/3.14 of The Department Manual.

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- V. **USE OF FORCE REVIEW BOARD FORMS--ACTIVATED.** This Order activates two forms to be used to report staff review of an employee's use of force, and deactivates the Shooting Review Board Report, Form 1.67.
- A. **Shooting Review Board Report, Form 1.67--Deactivated.** The Shooting Review Board Report, Form 1.67, is deactivated.
- B. **Use of Force Review Board Report, Form 1.67--Activated.** The Use of Force Review Board Report, Form 1.67, is activated. This form is used by the Use of Force Review Board Coordinator, Personnel and Training Bureau.
- C. **Use of Force Internal Process Report, Form 1.67.1--Activated.** The Use of Force Internal Process Report, Form 1.67.1, is activated. This form is used by commanding officers to recommend dispositions concerning an employee's use of force (2/092.50, 3/796.50, 3/796.60).

This Order amends Sections 2/092.50, 3/796.50, 3/796.60 and 5/1.67, and adds Section 5/1.67.1 to The Department Manual.

VI. **PROBATIONARY POLICE OFFICER PERFORMANCE EVALUATION--REVISED.**

Presently, probationary officers are rated weekly during their first twelve weeks following their Academy training. The influx of probationers has made this a time-consuming process which is no longer cost-effective. Therefore, probationary officers shall be rated *bi-weekly* during their first twelve weeks following the Academy. Additionally, the bi-weekly ratings shall be distributed to Personnel Division when completed rather than compiling them into one monthly rating.

This Order amends Section 3/760.40 of the Department Manual.

Audit Responsibility: Commanding Officer, Personnel Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 32

OCTOBER 26, 1981

SUBJECT: EXPANDED DETECTIVE II ELIGIBILITY REQUIREMENTS

PURPOSE: Currently, Sergeants who have status in the class of Detective are not eligible to compete for the advanced paygrade position of Detective II. In order to increase the Department's effectiveness by utilization of valuable investigative experience, this Order expands the eligibility requirements for Detective II.

PROCEDURE:

The following officers are eligible to compete for the advanced paygrade position of Detective II:

- * A Sergeant with dual-assignment status;
- * A Detective with one year in rank; or,
- * A Sergeant who has a minimum of one year experience in the class of Detective.

A non dual-assignment Sergeant selected for a Detective II position must concurrently revert to the class of Detective and be upgraded to Detective II. Therefore, the Sergeant must complete a Request For Transfer Voluntary Reversion Or Class Change Under Charter Section 108, Form General 16-B, and a Request For Transfer And/Or Change In Pay-Grade, Form 1.40. Both forms must be submitted together, through channels, to Personnel Division.


NOTE: Commanding officers are reminded that additional time will be required to obtain approval of the General Manager, Personnel Department, for the reversion.

AMENDMENTS:

This Order amends Section 3/763.05 of The Department Manual.

AUDIT RESPONSIBILITY:

The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.


DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 33

NOVEMBER 3, 1981

SUBJECT: REQUEST FOR POLITICAL ASYLUM; ARREST OR DEATH OF FOREIGN NATIONALS

PURPOSE: This Order incorporates current State and Federal requirements pertaining to persons requesting political asylum and the rights of arrested foreign nationals into The Department Manual. This Order also establishes procedures for notifications in the event of the death or the need for guardianship of a foreign national. A foreign national is any person who is not a citizen of the United States.

PROCEDURE:

I. REQUESTS FOR POLITICAL ASYLUM.

A. **Employee's Responsibility.** An employee receiving a request for political asylum from a foreign national shall immediately notify a supervisor.

- * If the total circumstances are not recorded on another report, complete an Employee's Report, Form 15.7, setting forth the facts of the situation.

NOTE: A foreign national, including a minor, within the United States is entitled to the same protections under the law guaranteed a United States citizen; therefore, officers may use that force necessary to protect a person requesting asylum and to ensure the safety of that person.

B. **Supervisor's Responsibility.** A supervisor notified of a request for political asylum by a foreign national shall:

- * Be guided by the advice of the Watch Commander, Detective Headquarters Division (DHD); and,
- * Cause a copy of all reports to be forwarded to the Office of Special Services without delay.

C. **DHD Responsibilities.** The Watch Commander, DHD, shall immediately notify the Operations Center, Department of State, Washington, D.C., of a request (or imminent request) for political asylum which:

- * Is politically sensitive;
- * Involves the possibility of forcible repatriation;
- * Is determined by the DHD Watch Commander to be of special interest to the Department of State;
- * Involves a foreign national who is present in the United States as part of an official visit, formal cultural or athletic exchange, exchange student program or state-owned business or enterprise activity, or who is in transit through the United States in such capacity; or,
- * Involves any foreign diplomat, foreign consular officer, or foreign official regardless of the country.

Any other requests for political asylum shall be referred to the Immigration and Naturalization Service.

The Watch Commander, DHD, shall ensure that the Director, Office of Special Services, is notified of any request for political asylum as soon as practicable.

DISTRIBUTION "A"

NOVEMBER 3, 1981

II. RIGHTS OF ARRESTED FOREIGN NATIONALS.

- A. **Officer's Responsibilities.** If an officer arrests a foreign national, the officer shall advise the arrestee of the right to have that person's consular officials, *in California*, notified. If the arrestee wants the consular official notified, the arresting officer shall advise DHD of the request.

NOTE: Section 4/284.10 defines those persons protected by unlimited immunity from arrest or detention.

- B. **DHD Responsibilities.** DHD shall inform the arrestee's consular officials of the arrest. If no consulate exists in California, no notification is required.
- C. **Watch Commander's Responsibility.** The watch commander of the concerned custodial facility shall ensure that the arrestee is allowed to communicate and correspond with and be visited by consular officials of his country.

III. DEATH OR GUARDIANSHIP OF A FOREIGN NATIONAL.

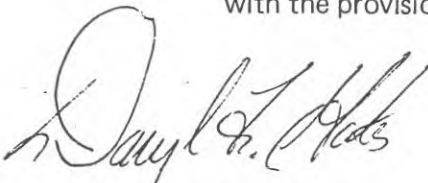
- A. **Employee's Responsibility.** An officer shall notify DHD when investigating:
- * The death of a foreign national; or,
 - * Any situation which requires the appointment of a guardian or trustee for a foreign national.
- B. **DHD Responsibility.** The Watch Commander, DHD, shall ensure that the appropriate foreign consular officials are notified of:
- * The death of a foreign national; or,
 - * The need to appoint a guardian or trustee for a foreign national.

AMENDMENTS:

This Order amends Section 4/284.45 of The Department Manual, and adds Sections 4/284.46 and 4/284.47.

AUDIT RESPONSIBILITY:

Detective Headquarters Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 34

NOVEMBER 5, 1981

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. AUTHORIZED VENDING MACHINES.** In 1966, the Los Angeles City Council established a policy controlling the operation of vending machines in City-owned buildings. Los Angeles Municipal Code Section 21.65 defines a vending machine as "...any coin-operated vending machine for the dispensing of goods, wares, merchandise or other tangible property." Any coin-operated machine not conforming to this definition is prohibited from installation or use in any Department facility.

Amendment: This Order adds Section 3/598.05 to The Department Manual.

Audit Responsibility: The Commanding Officer, Supply Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. NON-OCCUPATIONAL SICK AND INJURY—REPORTING PROCEDURES AMENDED AND FORM REVISED.** For the purpose of reducing the time and number of forms required in reporting of non-occupational sick incidents and returns to duty of Department employees, the forms involved have been combined. Additionally, a checkbox section has been added to the sick report to eliminate the need for the employee's statement and to ensure more complete information relative to the illness or injury.

- * **Return to Duty, Non-Occupational.** The Non-Occupational Sick or Injury Report, Form 1.30, has been revised to incorporate a section for return to duty information. The form shall not be forwarded to Medical Liaison Section until the return information is entered.

Exception: If the concerned employee anticipates being off duty in excess of seven calendar days, the Form 1.30 shall be forwarded to Medical Liaison Section without the return information. Upon the employee's return, a Duty Certificate, PDAS 43, shall be completed and forwarded to Medical Liaison Section.

When the Form 1.30 is used to return an employee to duty, the PDAS 43 is not required. This revised procedure applies to sworn and civilian personnel. Return to duty procedures for reserve officers are not changed by this Order.

The revised Form 1.30 is now available at Supply Division.

- * **Distribution of Non-Occupational Sick or Injury Report, Form 1.30—Amended.**

Original Report (Sworn and Civilian)

2 — Original and 1, Medical Liaison Section, Personnel Division
1 — Employee's divisional package
3 — TOTAL

Revisit or Supplemental Report

1 — Original, Medical Liaison Section, Personnel Division
1 — Employee's divisional package
2 — TOTAL

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Note: This reduced distribution reflects a change in procedure by Personnel Division, which will no longer mark the Form 1.30 Recordable or Non-Recordable and return it to the employee's division.

Amendments: This Order amends Sections 3/275.20, 3/711.75, 3/715.90 and 5/1.30 of The Department Manual.

Audit Responsibility: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- III. USE OF OFFICIAL REPRIMAND FOR CIVILIAN EMPLOYEES.** The Department's disciplinary procedure does not allow for the issuance of an Official Reprimand to a civilian employee. This Order adds an Official Reprimand as a penalty that a commanding officer may recommend for a civilian employee. An Official Reprimand is considered more serious than an Admonishment, but less serious than a Suspension.

Amendment: This Order amends Section 3/830.30 of The Department Manual.

Audit Responsibility: The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- IV. REQUESTING RELEASE FROM COURT APPEARANCE (VACATION).** When an Employee's Report, Form 15.7, or a Declaration for Continuance, Form 15.51 or Form 15.51.1, is completed for a court case that conflicts with an employee's vacation, a copy is forwarded to the Area/division records unit for filing. This does not ensure that the Subpoena Control Officer (SCO) has reviewed the forms and has been notified of an employee's vacation status. Effective immediately, the distribution of these forms shall be to the SCO rather than the records unit. The SCO shall maintain the file of these requests for two years.

Amendments: This Order amends Sections 3/210.10, 3/210.25 and 5/15.51 of The Department Manual.

Audit Responsibility: Each Bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- V. AFFIRMATIVE ACTION PROGRAM—REVISED.** The City of Los Angeles has revised its Affirmative Action Program and Discrimination Complaint Procedure. The new City plan strictly prohibits retaliation by employers against an employee filing a discrimination complaint.

The Department Manual shall be amended to read as follows:

"A Department employee may file a complaint with the Equal Employment Opportunity Coordinator (EEOC) against any employment action, procedure, or practice which the employee believes to be discriminatory on the basis of race, sex, age, creed, religion, national origin, physical handicap, or retaliation for having filed a prior discrimination complaint."

Employees who feel that as a result of the filing of a discrimination complaint they are being retaliated against, may file another complaint with retaliation listed as the form of discrimination.

Amendment: This Order amends Section 3/748.10 of The Department Manual.

DISTRIBUTION "A"

NOVEMBER 5, 1981

- VI. **OVERTIME REPORT, FORM 2.24—REVISED DISTRIBUTION.** Automation of the time-keeping process has eliminated the requirement for Fiscal Operations Division to receive a copy of the Overtime Report, Form 2.24. Effective immediately, the original (green) copy becomes the division copy, the second (pink) copy is to be discarded, and the third (yellow) copy remains the Employee's copy. The Overtime Report shall be retained at the employee's division or Area for a period of five years before being destroyed. The Overtime Report Formset will be revised to reflect this revision at the next printing.

Amendments: This Order amends Sections ~~3/200~~ 40 and 5/2.24 of The Department Manual.

- VII. **"INFO LINE"—ACTIVATED.** The United Way and the Department of Public Services, working together, have established the Information and Referral Federation of Los Angeles County (INFO LINE). This is an independent, non-profit corporation that serves as a one-source referral for persons in need of human services. These services include food, shelter, counseling, hotlines and health services. INFO LINE does not provide these services directly. It is essentially a telephone bank staffed on a 24-hour basis by personnel familiar with the capabilities of private, governmental and charitable agencies that provide human services within Los Angeles County.

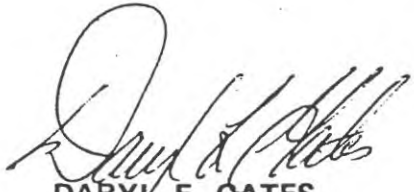
Since INFO LINE presently has the most comprehensive and up-to-date information in this field, Department employees coming in contact with persons in need of human services shall explain INFO LINE's function to such persons, and provide them with the correct phone number as listed.

The Field Book Divider—Referral Agencies, Form 18.41, will be revised at the next printing to delete references to individual human service agencies and substitute the INFO LINE numbers. The information card provided by Public Affairs Section, Form PAS 1979, is deactivated. The Victim's Information Card, Form CA 101A, provided by the City Attorney's Office, will continue to be distributed by Department employees when appropriate.

INFO LINE PHONE NUMBERS

LA Metropolitan Area.....	686-0950
(South to El Segundo Blvd., West to LaCienega Blvd.)	
San Fernando Valley.....	501-4447
Harbor.....	603-8962
West Los Angeles.....	551-2929
Airport District.....	671-7464
Other than above districts.....	(800) 242-4612

Amendment: This Order adds Section 4/203.38 to The Department Manual.


DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 35

DECEMBER 9, 1981

SUBJECT: DEPARTMENT PROCEDURES CONCERNING PORT WARDEN OFFICERS

PURPOSE: The Port of Los Angeles is geographically within the boundaries of the City of Los Angeles, and its properties are policed by personnel of this Department and Deputy Port Wardens. To eliminate duplication of public safety services, the law enforcement responsibilities of the Los Angeles Harbor Department Port Warden (LAHDPW) are defined.

This order describes Department responsibilities concerning crime reporting, arrest, and booking procedures involving law enforcement activities of officers of the Port Warden Division.

PROCEDURE:

I. LOS ANGELES HARBOR DEPARTMENT, PORT WARDEN DIVISION, POWERS OF ARREST. LAHDPW officers are peace officers when on duty and may make arrests, conduct investigations, and complete reports involving routine criminal matters as may be necessary to protect the personnel and property of the LAHDPW.

II. INVESTIGATIVE RESPONSIBILITIES.

- A. **Department Investigative Responsibility.** The responsibility for conducting *all* follow-up investigations, including misdemeanor follow-up and those cases involving juveniles, shall remain with the Department. The Department shall conduct *both* the *preliminary* and the *follow-up investigations* of any complex felony crimes, crimes of violence involving the use of any weapon, or crimes involving the loss of property worth more than \$10,000.
- B. **LAHDPW Responsibility.** Deputy Port Wardens will normally conduct routine preliminary investigations and complete reports of crimes occurring on Los Angeles Harbor Department property or conveyances.

III. REPORTING PROCEDURES

A. Department Supervisor's Responsibilities.

- 1. **DR Number Issuance and Report Approval.** All LAHDPW reports shall be approved by a supervisor of this Department prior to acceptance. The approving supervisor shall ensure that appropriate DR numbers are obtained from the Harbor Area Records Unit or Vehicle Information Processing Unit by the LAHDPW officer after report approval.
- 2. **Report Distribution.** A supervisor of this Department approving the booking of an arrestee or property by officers of the LAHDPW shall ensure that all required reports are reproduced, if possible, prior to the officers leaving the Department facility.

Note: LAHDPW forms are similar to Department reports and shall be processed in accordance with Department procedures.

- B. **Records Unit Responsibility.** Records unit personnel shall distribute LAHDPW reports in accordance with the normal distribution *plus* one copy to the Los Angeles Harbor Department, Port Warden Division.
- C. **LAHDPW Responsibility.** Crimes investigated by Port Warden officers will be reported to this Department on LAHDPW report forms. The original of each LAHDPW report will be delivered by a representative of the LAHDPW to the Harbor Area Field Services Division Watch Commander within 24 hours of the completion of the report.

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Exception: Crime reports requiring immediate teletype transmission will be delivered to the Harbor Area Field Services Division Watch Commander immediately upon completion.

IV. ARREST PROCEDURES.

- A. **Arrests—Department Responsibility.** When an arrest initiated by LAHDPW officers is determined to be the investigative responsibility of this Department, LAPD personnel shall assume responsibility for the booking and the investigation of the crime. The LAHDPW officer involved will, when practicable, accompany Department officers to the concerned investigative or geographic division for interview by the supervisor approving booking.

Exception: Adult and juvenile arrests initiated by LAHDPW which require transportation to an outside custodial facility shall be the responsibility of the LAHDPW officer initiating the arrest.

Officers of this Department shall remain available to assist LAHDPW officers with the booking and processing of their adult and juvenile arrestees, as well as evidence and property procedures.

- B. **Arrests—LAHDPW Responsibility.** When an LAHDPW officer effects an arrest, that officer will, when practicable, complete the arrest report and other related reports.

V. BOOKING OF LAHDPW OFFICERS' ARRESTEES.

This Department shall furnish jail facilities for adult prisoners arrested within the City by LAHDPW officers. Excess personal property of such arrestees shall be accepted by this Department.

A. Department Supervisor's Responsibilities.

1. **Improper Arrests.** When a supervisor of this Department becomes aware that an arrest effected by an LAHDPW officer is improper, he shall request that a supervisor from the LAHDPW immediately review the matter. It shall be the responsibility of the concerned supervisor of this Department to make the final determination on accepting the custody of an arrestee.
2. **Prisoner Complaints of Misconduct.** In any case where a prisoner complains of misconduct by an employee of the LAHDPW, the concerned Department supervisor shall notify the supervisor-in-charge of the concerned LAHDPW employee. When misconduct constituting a crime is alleged against the officer, the concerned supervisor of this Department shall ensure that the appropriate crime report is taken and complete an Employee's Report, Form 15.7, describing the allegation. The reporting supervisor shall forward the report to his commanding officer, who shall ensure that the report is forwarded to the Commanding Officer, Internal Affairs Division. The Commanding Officer, Internal Affairs Division, shall forward the report to the Port Warden, Los Angeles Harbor Department.
3. **Juvenile Booked as an Adult.** When it is learned that a person under the age of eighteen years has been booked as an adult by officers of the LAHDPW, the concerned supervisor of this Department shall, without delay, cause the juvenile to be segregated from adult prisoners and notify the concerned investigating officer and, if applicable, the LAHDPW. Processing of the juvenile shall then be the same as set forth by Section 4/705.62 of The Department Manual.

B. Department Jailer Responsibilities.

1. **Booking Information.** When an arrestee is booked by LAHDPW officers, the Department jailer shall include the following information on the Booking and Identification Record, Form 5.1:

* In the box entitled "Div. & Detail Arresting," insert "LAHDPW," as appropriate;

- * In the box entitled "*Charge*," following the inserted charge, add the arraignment court;
 - * In the box entitled "*Arresting Officer*," insert the name and identifying number of the arresting officer, followed by "*LAHDPW*."
2. **Prisoner Arraignment.** The jailer having custody of a prisoner booked by LAHDPW officers shall cause the prisoner to be transported to and arraigned at the proper court as an "LAPD case."
- C. **LAHDPW Medical Treatment Responsibility.** Prior to the booking of a sick or injured person at a Department facility, the arresting LAHDPW officers shall provide evidence of medical treatment and medical authority to book to the approving supervisor of this Department.

VI. EVIDENCE AND PROPERTY PROCEDURES.

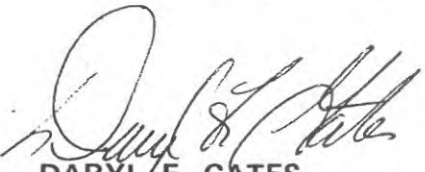
- A. **Department Responsibilities.** Officers of the LAHDPW shall be permitted to book evidence and property into custody of this Department. Department officers accepting custody of an LAHDPW arrestee shall assume responsibility for the custody of all evidence and property associated with the arrest. When property is booked, the concerned LAHDPW officer shall be given one copy of the Receipt for Property Taken into Custody, Form 10.10.
1. **Gas Chromatograph Intoximeter Tests.** Gas Chromatograph Intoximeter tests required for an LAHDPW investigation shall be provided by a qualified officer of this Department and the concerned LAHDPW officer shall witness the examination. Expert testimony in court relative to the Gas Chromatograph Intoximeter shall be provided by the Los Angeles Police Department.
2. **Fingerprint Investigation.** Fingerprint investigation required for LAHDPW investigations within the City shall be provided by Scientific Investigation Division.
Exception: Developing and lifting of latent prints may be conducted by qualified LAHDPW officers.
- B. **LAHDPW Responsibilities.**
1. **Arrestee's Vehicle.** LAHDPW officers shall care for an arrestee's vehicle when the LAHDPW is responsible for completing the investigation.
2. **Blood and Urine Samples.** Blood and urine samples obtained as evidence will be booked at the same location as the arrestee or at Property Division. Only Department containers shall be accepted when blood or urine is booked.

AMENDMENTS:

This Order adds Sections 3/415., 3/415.05, 4/203.26, 4/219.40, 4/604.26, and 5/093; and amends Sections 4/212.44, 4/343.46, 4/510.30, 4/550.30, 4/606.06, 4/648.20, 4/675.36 and 4/705.62 of The Department Manual.

AUDIT RESPONSIBILITY:

Operations-South Bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 36

DECEMBER 10, 1981

SUBJECT: TRAINING PUBLICATION ACCOUNTABILITY SYSTEM

PURPOSE: The Department has an obligation to provide a professional standard of law enforcement service to the community. To achieve this goal, it is essential that Department personnel be properly trained. In roll call, training material is provided for officers to update their knowledge and increase their effectiveness to the Department and the community. This order establishes guidelines to ensure that officers receive and maintain current training material issued by the Department. Additionally, the Training Publication Receipt, Form 01.42.0, is activated and shall be used to record an officer's receipt of training material.

PROCEDURE:

I. RECEIPT OF TRAINING PUBLICATIONS. Commanding officers shall ensure that each assigned sworn officer, lieutenant and below, receives currently issued Training Bulletins, Legal Bulletins, and any other individually issued directives or material he may deem necessary. Upon distribution of the training material, the witnessing supervisor shall ensure that the following information is recorded on the Training Publication Receipt, Form 01.42.0:

- * The date the officer received the training material;
- * The description of the training material;
- * The receiving officer's initials; and,
- * The witnessing supervisor's initials.

Each officer shall be responsible for maintaining all valid training material issued to him by the Department.

II. TRAINING PUBLICATION RECEIPT, FORM 01.42.0—ACTIVATED. This order activates the Training Publication Receipt, Form 01.42.0. This form shall be used by officers and supervisors to record an officer's receipt of training material. For convenience, the Training Publication Receipt may be filed in a notebook binder, then returned to the officer's divisional personnel file when the officer transfers to a different Area/division of assignment.

III. FORMS AVAILABILITY. A copy of the new form is included with the Special Order and should be used as master copy until the new form is available from Supply Division.

IV. DISTRIBUTION 01.42.0. One (1) original, employee's personnel file, division of assignment.

Training Division shall provide a lesson plan and suggested review test questions with each distribution of training bulletins.

AMENDMENTS:

This order adds Sections 5/1.42, 3/670 and 3/670.05 to The Department Manual.

AUDIT RESPONSIBILITY:

Training Division shall monitor compliance with this directive, in accordance with provisions of Department Manual Section 0/080.30.


DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 37

DECEMBER 24, 1981

SUBJECT: IMMEDIATE CASH BAIL-OUT—REVISED

EFFECTIVE: January 1, 1982

PURPOSE: Assembly Bill 1246, effective January 1, 1982, requires that additional considerations be given to certain misdemeanor traffic warrant arrestees.

PROCEDURE:

Whenever any person is taken into custody for *four or fewer* outstanding misdemeanor traffic warrants for failure to appear on a citation for a parking offense or a traffic infraction, that person shall be provided the opportunity to immediately post bail. Additionally, the arrestee shall not be booked, photographed, fingerprinted, or have an arrest record made until all of the following requirements have been exhausted:

- * If the arrestee has sufficient cash in his/her possession, he/she shall be given the opportunity to immediately post bail with the person in charge of the jail, or his designee.
- * If he/she does not have sufficient cash in his/her possession to post bail, the arrestee has the right to make at least *three* telephone calls at City expense in order to obtain sufficient cash bail-out.

Note: These telephone calls shall normally be restricted to those which can be made by dialing "9".

- * The arrestee shall be allowed at least *two* hours to arrange for cash bail-out.

Note: Arrestees with *five or more* misdemeanor traffic warrants for failure to appear on a citation for a parking offense or a traffic infraction, who are unable to immediately post bail, may be booked according to established procedures.

It is the responsibility of the arresting officer to ensure that the arrestee has been informed of his/her rights concerning immediate cash bail-out.

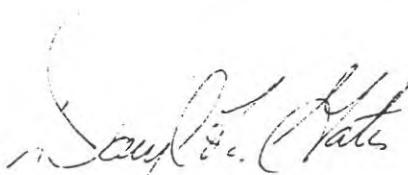
Note: Searches of arrestees deemed necessary to ensure officer safety and station security may be conducted on arrestees arranging for immediate cash bail-out. This does not normally include skin searches.

AMENDMENT:

This Order amends Section 4/682. of The Department Manual.

AUDIT RESPONSIBILITY:

Geographic Operations Bureaus shall monitor compliance with this Order in accordance with the provisions of Department Manual Section 0/080.30.


DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"